

**DAY RECEPTIONIST**  
**SACRED HEART OF JESUS CATHOLIC COMMUNITY**  
**6502 CR 48, MANVEL, TX 77578**

**Description**

The **Day Receptionist** is a part-time (25 hours per week), hourly (non-exempt) employee. The Receptionist performs general receptionist duties, routine clerical and typing work reporting to the Operations Manager.

**Duties and Responsibilities**

1. Reports to designated workstation from Sundays, 8:00 am – 1:00 pm, and Mondays through Thursdays, 8:30 am – 1:30 pm.
2. Graciously answers the phone and greets people in a polite, professional and cheerful manner and directs them appropriately.
3. Provides the recording of clear and accurate phone messages, the handling of routine questions about policies, events, etc.
4. Records contributions into designate system.
5. Assists in the maintenance of our Census program.
6. Monitors building schedule to ensure rooms are open when reserved.
7. Assist with the Church bazaar as requested.
8. Contributes to team effort by accomplishing assigned tasks.
9. Assists the Secretaries as directed by the Operations Manager.
10. Other duties as assigned.

**Skills/Qualifications**

1. Minimum High school diploma or equivalent.
2. Minimum two years of experience of varied and progressive receptionist responsibilities.
3. Fluent in English and Spanish, both written and verbal.
4. Proficient in Microsoft Office (Excel, Word, PowerPoint, Publisher, Access).
5. Ability to operate or learn to operate standard office equipment including but not limited to multi-line phone system, computers, copiers, calculators and facsimile machines.
6. Ability to communicate effectively both verbally and in writing with staff, volunteers and all who interact with the parish office.
7. Ability to work cohesively with staff, volunteers, and parish community.
8. Ability to follow verbal and written instructions.
9. Ability to always maintain confidentiality and professionalism.
10. Ability to prioritize and effectively respond to a variety of situations.
11. Ability to multi-task especially in potentially stressful situations.
12. Available for evening and weekend work as needed.
13. Practicing Catholic in good standing.
14. Physical ability to perform tasks associated with job.
15. Adherence to Archdiocesan Ethical and Personal Conduct Policies
16. Favorable background check.

Candidates will **ONLY** be considered by sending a 1) **COVER LETTER** and 2) **RESUME** to [jobs@sacredheartmanvel.org](mailto:jobs@sacredheartmanvel.org) with **Day Receptionist** in the subject line.