Full Time Receptionist
St. Frances Cabrini Catholic Church
Houston, TX

Summary:
St. Frances Cabrini is seeking for a full-time Receptionist for 40 hours per week with benefits. The receptionist maintains a warm, welcoming, professional and orderly office atmosphere for parishioners and others who call or visit. The receptionist must be bilingual and be able to multi-task. Job duties include, but not limited to the following:

- Answer phones with courtesy
- Assist with in-person inquiries with courtesy
- Maintain Sacramental records, legible handwriting required
- Create and submit bulletin each week, must have knowledge of Publisher
- Maintain website
- Maintain church sign

Qualifications:

- Bilingual – English - Spanish
- Computer literate
- Knowledgeable with Word, Publisher, Excel
- Knowledgeable in the Catholic Church teachings
- Professional attitude, exceptional organizational and communication skills

Interested candidates may submit resumes to alice.rodriguez@cabrinihouston.org; reference Full Time Receptionist in subject line.