

Front Office Receptionist

Sacred Heart Catholic Church - Conroe

704 Old Montgomery Road
Conroe, TX 77301

Summary:

Sacred Heart Parish roots began in 1898 and is a part of the Archdiocese of Galveston-Houston, currently serves nearly 8,500 households. In addition to the church, Sacred Heart has a school that includes a Pre-k through 8th grade accredited Catholic School dedicated to providing an education, which promotes the spiritual, physical, intellectual, and social development of students all for the Glory of God. Sacred Heart Parish seeks a full-time, benefit eligible, Front Office Receptionist. Candidate must be courteous and possess good customer service people skills to assist all callers, visitors, and staff. Strong organizational, communication and computer skills are required. This position requires confidentiality of parish member records.

Education/Experience:

Bilingual English – Spanish is required, Minimum of a High School Diploma, professional attitude, hospitable, and dependable, excellent organizational skills, accuracy, and attention to detail Works well in a fast-paced environment and meets deadlines, Comfortable with Microsoft Office Effectively communicates well with Clergy, Staff and Parishioners, Answers incoming telephone calls determines purpose of calls, and forward/transfers calls to appropriate personnel or department. Provide directions/answer individual questions, welcomes on-site visitors, determines nature of business, and announces visitors to appropriate personnel, take documents and information for distribution to appropriate staff, fills out Prayer Request, Anointing Forms and Mass Intentions and distribute accordingly, takes payment for services and products, attends all staff meetings, other duties as assigned.

Suitable candidates should submit a resume, cover letter and anticipated salary expectation* via email to smedrano@shconroe.org and frphilip@shconroe.org. Please place "Front Office Receptionist" on the subject line.