

**Receptionist
Notre Dame Catholic Church
7720 Boone Road
Houston, TX 77072**

SUMMARY

Notre Dame Catholic Church, a vibrant multicultural parish located in Southwest Houston, seeks a parish office Receptionist, in support of the pastor's vision and mission to provide secretarial and office related services. Suitable candidates must exercise the particular abilities of a highly organized person and be able to work independently. This position requires a working knowledge and experience using one or more word processing programs, e-mail and Internet browsers. Experience using a desktop publishing program, spread sheet program, and database program is preferable. This position requires highly developed people skills, which includes the ability to communicate well in person, on the telephone, e-mail and text, and by the written word when called upon. This job is 12 month, full-time 40 hours per week, and benefits eligible

All employees of Notre Dame Catholic Church are expected to conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Catholic Church.

MINIMUM QUALIFICATIONS:

Minimum of a high school diploma or equivalent with at least 3 years office experience working as a receptionist in a busy office. Suitable candidates may send a cover letter, resume, and salary requirements* to resume@archgh.org with Notre Dame Church Receptionist in the subject field.

**Applicants who do not include minimum salary requirements may not be given further consideration.*