

# **SECRETARY-RECEPTIONIST**

## **SACRED HEART CATHOLIC CHURCH - MANVEL**

### **Position Description**

This position performs general secretarial and administrative duties.

### **Duties and Responsibilities**

1. Act as the first contact in a warm and welcoming manner for those seeking assistance.
2. Graciously answer the phone and greet people in a polite, professional and cheerful manner, directing them to appropriate staff as required.
3. Provide the recording and transmitting of clear and accurate phone messages and responds to routine questions about policies, events, etc.
4. Receive payments and donations, issue receipts and record information in payment log.
5. Receive Mass intention requests and properly record date received and payment information.
6. Assist with inventory and ordering of office supplies for workroom.
7. Provide clerical, secretarial, and other support services to the pastor, staff and ministries as assigned.

### **OTHER DUTIES AS ASSIGNED**

Additional duties to be assigned based on skills and experience.

### **Skills/Qualifications**

1. Minimum High school diploma or equivalent.
2. Minimum three years of experience of varied and progressive secretarial responsibilities in an office environment. Relevant parish experience preferred.
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.
6. Ability to communicate effectively both verbally and in writing.
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. Practicing Catholic with an understanding of Catholic Sacraments and Catholic teachings.
12. Adherence to Archdiocesan Ethical and Personal Conduct Policies
13. Favorable background check.

Submit cover letter and resume to [jobs@sacredheartmanvel.org](mailto:jobs@sacredheartmanvel.org).