

Full-Time Receptionist

St. Ambrose Catholic Church

Houston, TX

Summary:

St. Ambrose Catholic Church is seeking a full-time Receptionist for 40 hours a week with benefits for the Parish Office. Applicants must be 18 years or older, be fluent in both English and Spanish, have a dependable attendance record, have strong interpersonal skills, have ability to maintain confidentiality, and be willing to perform general secretarial and administrative tasks.

Essential Duties and Responsibilities:

- Act as the first contact in a warm and welcoming manner for those seeking assistance.
- Graciously answer the phone and greet people in a polite, professional, and cheerful manner, directing them to appropriate staff as required.
- Provide the recording and transmitting of clear and accurate phone messages and respond to routine questions about policies, events, etc.
- Handle the receipt of regular mail and other deliveries and distribute them to the appropriate clergy and staff.
- Design and create the parish bulletin each week and transmit it to the publishing company on a timely basis.
- Receive Mass intention requests, properly record date received and payment information, and maintain calendar of intentions.
- Handle the sign-in/out process of parish facility keys, etc.
- Schedule events and manage parish events calendar.
- Assist with baptism sacramental registration, documentation, and certificates.
- Keep the parish website updated and transmit other forms of electronic communication to parishioners regarding events, time changes, and other notifications.
- Provide secretarial and other support services to clergy, staff and ministries as assigned.

Qualifications:

- Bilingual – English and Spanish
- Be proficient in the use of computers, printers, and other common office technology and equipment.
- Ability to manage multiple tasks efficiently and accurately.

Interested candidates may email a resume to frhieu@stambrosehouston.org with Receptionist in the subject line.