PART-TIME RECEPTIONIST
Sacred Heart of Jesus Catholic Community
Marvel, TX

Sacred Heart of Jesus Catholic Community is seeking a part time Receptionist for the Parish Office. The receptionist is expected to perform duties that include answering phones, greeting parishioners and visitors with courtesy, and assisting with clerical needs. Applicants must be 18 years or older, have a dependable attendance record, strong interpersonal skills, ability to maintain confidentiality and willing to learn and use standard office equipment. The position is hourly and part-time (20-25 hours/week).

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.

• Provide answers to routine questions about mass times, policies, events, etc.

• Enter room reservation requests in scheduling software for review/approval.

• Other duties as assigned.

The ideal candidate for this position must have the following:

• Bilingual – English/Spanish required.

• A strong work ethic and attention to detail with reliable attendance.

• Ability to manage phone calls and visitors efficiently and accurately.

• Prior parish experience helpful.

• A high school diploma or GED equivalent.

Interested candidates should send resume and cover letter to jobs@sacredheartmanvel.org with “Receptionist” in the subject line.