

Part-Time Receptionist and Membership Secretary Sacred Heart of Jesus Catholic Church

Manvel, TX

Sacred Heart of Jesus Catholic Community is seeking a part time Receptionist and Membership Secretary. The ideal candidate will perform duties to include answering phones, greeting and assisting visitors, and management of the parish membership database. Applicant 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. 2-3 years customer service and data entry experience preferred. Applicant must speak both English and Spanish fluently.

Full job description may be found at www.sacredheartmanvel.org.

To apply for this position, please submit a cover letter and resume to jobs@sacredheartmanvel.org with the subject line “Receptionist”.