

## Job Posting Form

Date Posted: January 19, 2021

Send resume to: matlas@olpparish.com

Type of Employment: Summer:  Part-Time:  If part-time, # of hours per week 20-24 Full-Time:

Job Title of Open Position: Receptionist

Salary: Commensurate upon experience/education Salary will be:  hourly  other

Employer: Our Lady of Pompeii Parish Department Parish Office

Location Address: 129 Laverack Ave, Lancaster NY 14086

Employer website: www.olpparish.com

### **Brief Job Description**

We are seeking to hire individuals who are willing to commit to achieving our parish's Mission and Vision and work with our core virtues of honesty, integrity, respect, hospitality and prayerfulness. The receptionist's role in this is to be a welcoming first point of contact for visitors to the office and individuals who call our parish. They will also be responsible for basic office and secretarial tasks.

### **Qualifications: Required Education/Experience**

- Two years of experience preferred.

### **Desired Skills**

- Computer proficiency including Microsoft Word, Excel and Publisher.
- Ability to learn proprietary software (PDS, etc.)
- Ability to meet deadlines, multi-task, prioritize and maintain confidentiality.
- Excellent customer service, problem solving and communication skills.
- Ability to work independently.
- Excellent organizational skills with attention to detail.
- Strong personal work ethic, self-motivated and goal-oriented.
- Verbal and written proficiency with grammar and editing skills preferred.

E.O.E.

How to Apply: By Mail  E-Mail  Fax  as above, no later than \_\_\_\_\_