

Date Posted: April 23, 2021

Send resume to: Marie Schwab – mschwab@saintchris.org

Type of Employment: Summer:  Part-Time:  If part-time, # of hours per week 37 hrs/week Full-Time:

Job Title of Open Position: Receptionist

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

Employer: St. Christopher's RC Church & School Department Office

Location Address: 2660 Niagara Falls Blvd. Tonawanda 14150

Employer website: www.saintchris.org

**Brief Job Description**

We are looking for a responsible receptionist to manage our front desk for our parish office that is careful and thorough in performing various administrative and clerical tasks.

**Essential Duties**

- Answer phone, transfer calls, and take messages
- Assist the Pastor and Business manager as needed
- Greet and assist visitors and parishioners
- Maintain church database and calendar
- Create bulletin and other office documents
- File and maintain sacramental records

**Qualifications: Required Education/Experience**

- High School Diploma/GED required
- Strong MS Office experience
- Excellent verbal and written communication
- Must be organized and have excellent time management skills, with the ability to prioritize tasks
- Must be able to keep confidentiality
- PDS software experience is a plus

E.O.E.

How to Apply: By Mail  E-Mail  Fax  as above.