



Report To: Executive Pastor

Job Title: Receptionist

**Job Summary:**

As the first point of contact for those who phone or visit the reception area at Grant Memorial Baptist Church (GMBC), this position works to ensure that all visitors and constituents are addressed promptly, efficiently and courteously and that all phone calls are directed to the appropriate recipient. This position also provides administrative support to various ministry areas within the church. As a key member of the administrative team, the individual in this position will support ministries of GMBC and function in a manner consistent with the ministry philosophies and objectives of GMBC.

**Time Requirements:**

Part-time, 20 hours per week. Working hours will include Monday – Thursday mornings and 3 Sunday’s per month (5 hours). Alternative working hours will be required periodically to meet the requirements of the position.

**Responsibilities:**

1. Reception and Receiving
  - Answer the phone and greet individuals who visit the church reception area, determine their needs and arrange for their connection with appropriate staff
  - Arrange and accept deliveries of both documents and physical goods.
  - Maintaining the kitchen and print room for general cleanliness.
  - Compile information and other requests from visitors and constituents and forward to appropriate individuals.
  - Respond to general requests for information on church programs and activities.
  - Opening and closing of the main reception area.
  - Responsible for the incoming mail, separating GMBC/Linden, and the outgoing mail.
  
2. Administrative Assistance
  - Be informed of current event information for the building
  - Maintain church information area of the constituent mail boxes
  - Assist in Constituent membership database input and maintenance
  - Maintain the offering envelopes, keeping the information up-to-date in Shelby
  - Enter space booking requests into event management program as requested
  - Operating credit card terminal as needed

### **Preferred Qualifications and Attributes:**

1. Academic and Training
  - Minimum high school education or equivalent
  - Specialized training in office support or administration would be an asset
  - Computer use skills, with particular competency in Microsoft Office software and web browser use
2. Demonstrated Experience
  - Minimum 1 year of experience working in a similar role in a busy office environment
  - Working knowledge of office equipment and efficient use thereof
  - Experience in utilizing multi-line phone system
  - Experience in utilizing and working with volunteers
3. Personal Skills and Attributes
  - A "people person" with a customer service orientation and attention to quality and detail
  - Effective interpersonal and communication skills
  - Proven ability to use discretion in conversations and maintain confidentiality/privacy
  - Self starter with ability to resolve minor problems as they arise
  - Highly organized and time management skills

### **Staff at Grant Memorial Baptist Church exemplify:**

- A sincere love for the Lord evidenced by lifestyle
- Regular attendance at weekly services
- Commitment to a small group
- Faithfulness in tithing
- Adherence to Doctrinal Statement of Faith & Lifestyle Commitment

### **Other:**

- Attend weekly staff prayer meetings and general staff meetings
- Be available for other areas to support the successful ministry of the church
- Be able to interact with others and demonstrate the values of GMBC
- Be available as opportunity arises to share faith, bible scriptures and principles based on the Statement of Faith and Lifestyle Commitment, to pray with individuals and to actively communicate a belief in the Lord Jesus Christ

### **Disclaimer:**

- The above statements are intended to describe the general nature and level of work being performed by personnel assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

**To Apply:**

Resume and cover letter may be sent via email to [humanresources@grantmemorial.mb.ca](mailto:humanresources@grantmemorial.mb.ca) or by mail post to: Grant Memorial Baptist Church, 877 Wilkes Avenue, Winnipeg, Manitoba, R3P 1B8, Attn: Human Resources.

Closing date: When position filled