



Job Description

Job Title: Sunday Receptionist

Report To: Executive Pastor

Job Summary:

As the first point of contact for those who visit the reception area at Grant Memorial Baptist Church Inc. (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. As a member of the administrative team, the individual in this position will support the ministry objectives of GMBC and function in a manner consistent with the ministry philosophies and objectives of GMBC.

Time Requirements:

General Sunday reception office hours are 8:00 am to 1:00 pm Sundays. This position would require a minimum of two Sundays per month; periodically an additional Sunday may be required to meet the requirement 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
 - 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
2. Administrative Assistance
 - Be knowledgeable about current event information for the building
 - Maintain church information area and re-stock brochures and information leaflets as required
 - Assist in Constituent membership database input and maintenance
3. Accounting and Administration
 - Process credit card/interac transactions as received, maintaining confidentiality at all times
 - Prepare accounting documents such as deposits, invoices, credit card statements, etc.

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 3 years of experience working in a similar role in a busy office and a Christian 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
 - Time management skills with ability to plan and prioritize tasks
 - In-depth knowledge of the ministries of Grant Memorial Baptist Church

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:

- Be available for other areas to support the successful ministry of the church and school
- 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.

Resumes with cover letter may be submitted, in confidence to humanresources@grantmemorial.mb.ca or faxed to 204.488.6952, Attention: Human Resources, or dropped off at 877 Wilkes Ave.

Closing date: When position filled