

Diocese of Sacramento

JOB DESCRIPTION

DEPARTMENT: Office of the Bishop

POSITION: Front Desk Receptionist

CATEGORY: Non-exempt Full-Time 35 hours / week

SUPERVISOR: Chancellor

JOB SUMMARY:

This position provides reception service for the Pastoral Center as well as administrative support to other departments within the Chancery.

ESSENTIAL FUNCTIONS:

Front Desk Reception:

- Greet and assist visitors to the Pastoral Center
- Maintain visitors' and maintenance sign-in logs
- Receive incoming calls to maintain telephone number for Pastoral Center. Answer inquiries of a general nature and/or transfer calls to appropriate staff
- Receive and sign for UPS, Federal Express, and other shippers who deliver to the front desk. Log in all deliveries and notify addressees for pick-up.
- Act as contact person with vendors and service/repair personnel in the event that building maintenance staff are not available; must be prepared to give information as to where and what needs to be done.
- Keep coffee area tidy on the first floor. Clean coffee area and coffee pots at end of the day.
- Keep reception area neat and organized
- Keep front desk information binders up-to-date.
- Write out weekly schedule of conference room meetings.
- Schedule use of conference rooms for departments as requested. Coordinate room set-ups for East/West Manogue rooms with janitors. Keep conference room binder up-to-date with Manogue room set up requests including those events / meetings held on a recurring basis.
- Communicate with janitors any building or cleaning issues.
- Communicate with DMV contact any days that the overflow parking area is needed.

Mail-Copy Room:

- Sort daily mail and notify departments when mail is ready for pick-up.
- Sort and organize faxes throughout the day placing them in appropriate mailboxes.
- Replace toners and staples in main copiers and fax machines as needed.
- Add funds to mail machine as needed. Replace ink, water and tape in mail machine as needed.
- Run the reports at the end of the month for the mail machine. Provide reports to Finance Dept.
- Assist people when copier, folding, and postage machines jam. Provide assistance on use of the copy machine as needed.
- Assist sending autodial, regular fax and clearing error messages on fax machine.
- Order copy paper when supply is low.

- Order and stock all mailing supplies in mail room. Order supplies for main copier and mail machine.
- Program and keep fax machine up-to-date in main copy room. Make changes as necessary.
- Maintain all copy room manuals including ones for fax machine, folding machine and mail machine.

Administrative Duties:

- Provide clerical support to departments as requested.

MINIMUM QUALIFICATIONS:

Education: High school diploma or equivalent

Experience: Two years of broad, varied and increasingly responsible clerical and secretarial experience.

Skills / Knowledge: Practicing Catholic; fluent in Spanish and English; proficient in Microsoft Outlook and Word, (Excel and Access a plus but not required); excellent phone skills; exceptional organizational skills; working knowledge of modern office practices and equipment; ability to maintain strict confidentiality; professional temperament and appearance; ability to communicate effectively in oral and written form using correct spelling, grammar and punctuation; knowledge and understanding of the Catholic Church in general and the Diocese of Sacramento in particular; ability to work and relate to a variety of personalities and cultures with diplomacy, friendliness and poise. Able to work in a team-oriented environment and handle multiple assignments consecutively.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE