

Diocese of Sacramento

JOB DESCRIPTION

PARISH: Cathedral of the Blessed Sacrament	POSITION STATUS: F/T
POSITION: Receptionist	SCHEDULE: Monday – Friday 8:30am –4:30pm
CATEGORY: Non-Exempt	

SUPERVISOR: Business Manager

JOB SUMMARY: Responsible for monitoring the flow of visitors and coordinating incoming and outgoing mail. In addition, this position will be required to replenish supplies, answer phones, and perform slight secretarial work.

ESSENTIAL FUNCTIONS:

1. Provide reception services for the parish office
 - Welcome and direct visitors.
 - Answer telephone and direct calls appropriately
2. Receive and sign for UPS, Federal Express, and other shippers who deliver to the front desk. Notify addressees for pick-up; receive letters, packages and other items for pick-up at front desk. Each item is stamped with date, time and from whom received.
3. Sort the parish mail and place it in the appropriate mail slot.
4. Maintain Mass intention book.
5. Record cash receipts in the general ledger.
6. Perform various computer tasks such as prepare form letters to be sent out to parishioners, prepare letters for clergy as needed, and other various office tasks.
7. Responsible for keeping the Business Manager informed as to the need to order office supplies, such as copy paper, postage stamps, telephone logs, pens, pencils, etc.
8. Other duties as assigned.

MINIMUM QUALIFICATIONS:

Education: High school diploma or equivalent

Experience: One year of clerical and secretarial experience.

Skills / Knowledge: Ability to communicate (oral and written) in English and Spanish. Proficient in Microsoft Word, PowerPoint and Excel; excellent phone skills; good organizational skills; ability to maintain strict confidentiality; professional temperament and appearance; ability to communicate effectively in oral and written form using correct spelling, grammar and punctuation; practicing Catholic with knowledge and understanding of the Catholic Church in general; 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, handle multiple assignments consecutively and prioritize workload.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE