



Office Receptionist

Ministry: Administration

Pipeline Level: Connector

Reports To: Office Coordinator

Purpose Statement: Welcoming people and providing support functions for the office. They work under the direction of the Office Coordinator, to complete a number of tasks which will ensure a warm welcome to visitors and assist the staff keeping office functions flowing.

Responsibilities:

- Greet and welcome guests as soon as they arrive at the office
- Announce and direct guests to the appropriate person
- Answer, screen, and forward incoming phone calls
- Provide basic and accurate information in-person and via phone
- Receive, sort, and distribute daily mail/deliveries
- Maintain office security by following safety procedure and controlling access via the reception desk (monitor logbook, issue visitor badges)
- Perform other duties such as cutting, filing, preparing mailings

Time Investment:

- 4 hours a day, once per week
- Trainings: 1 per year

Commitment:

- 1 year

Prerequisites:

- Part of the Faith family

Competency Training:

- Attend training covering: phones, cameras, alarm, etc.
- Attend once a year training with Office Coordinator

Please submit an Oakville Serve Application