

ARCHDIOCESE OF SAN FRANCISCO

JOB DESCRIPTION

Title: Receptionist

FLSA: Hourly Non-exempt

Reports To: Pastor

PRIMARY OBJECTIVE

The Receptionist receives and routes all incoming calls and visitors in a professional and welcoming manner; provides a full range of clerical and office functions to the parish administrative staff.

MAJOR AREAS OF RESPONSIBILITIES

1. Receives and routes all incoming calls and visitors in a professional and welcoming manner
2. Logs in requests for masses in the Mass Book and collects donations
3. Registers new parishioners
4. Maintains parish files
5. Prepares Sacramental records
6. Handles bulk mailings
7. Coordinates office schedules
8. Coordinates counting of collections
9. Directs those seeking help to proper agency
10. Works with the parish manager on a daily basis

QUALIFICATIONS:

High School education

A friendly but firm manner in screening calls and/or judging the nature of business of visitors to the building

Treats others with Christian care and concern.

Understands and supports teachings of the Catholic faith.

Good communication skills, knowledge of the English language, clear and legible handwriting, common sense, telephone operator skills

Maintains orderliness in the rectory office at all times

Knowledge of the Archdiocese and various departments

Ability to handle different people/situations

Proficiency in Spanish a plus