

<p style="text-align: center;"><b>DETAILED JOB DESCRIPTION</b> <b>ADMINISTRATIVE SECRETARY/RECEPTIONIST</b></p>
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Job Title: Administrative Secretary/Receptionist  
Reports To:  
Time Status: Fulltime  
FLSA Status: Exempt  
Classification: N/A  
Start Date: December 2020

## **SUMMARY**

The administrative secretary/receptionist is responsible to provide clerical support, as needed, to the church staff and to present a positive image to those who contact the church by phone or in person. The administrative assistant/receptionist selected for this position should have prior experience working with the public.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:**

- Greet visitors to the church.
- Participate in all monthly staff meetings.
- Receive, screen, direct incoming calls. Take messages when appropriate and distribute to the appropriate person in a timely manner.
- Provide clerical support to the church staff as needed.
- Assist with staff projects as needed.
- Maintain a positive and professional self-image and project the Christian values and beliefs of the organization.
- Perform other duties as assigned.

## **QUALIFICATIONS and SKILLS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A member of Grace Baptist Church, preferred.
- Committed to the Core Values of the church.
- Committed to the Biblical tithing (a minimum of 10% of gross income).
- Clerical skills such as filing, computer keyboard knowledge/experience.
- Dependable, discreet, friendly, professional, and organized.
- Ability to maintain sensitive confidential information.
- Demonstrated teamwork and customer service skills.
- Pleasant phone manner with the ability to communicate clearly and concisely, both orally and in writing.

- Ability to work independently, without direct supervision, as well as work cohesively within a team environment.
- Ability to communicate clearly and concisely, both orally and in writing.
- Provide high attention to detail and accuracy with complete follow through.

## **SUPERVISORY RESPONSIBILITIES**

- None

## **EDUCATION and/or EXPERIENCE**

- Minimum of two or more years of general clerical and administrative experience.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Applicant must possess a valid social security number, valid driver's license and a current working home/cell telephone with a number that can be accessed by management personnel for business contact purposes.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- While performing the duties of this job, the employee may regularly be required to sit, stand or walk for extended periods of time.
- The employee may be required to periodically lift and/or move up to 25 pounds.

## **WORK ENVIRONMENT**

- The work environment characteristics described herein are representative of those an employee may encounter while performing the essential functions of this job.

## **CONCLUSION**

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. **This is not an all-inclusive list of responsibilities, duties, and skills required of personnel.** Further, this job description is not intended to limit or in any way modify the right of any supervisor to assign, direct, and amend the work of any employee under his/her supervision. I understand that employment is at the will of the employer and either the employer or the employee may terminate the employment with or without cause at any time.

I have received, reviewed and fully understand the Job Description for Administrative

Secretary/Receptionist. I further understand that I am responsible for the satisfactory execution of the essential duties and responsibilities as listed herein.

Employee Signature:	Date Signed:
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