



MISSION ROLE

Receptionist

Job Family: Operations Team

Reporting Relationship: Responsible to the Chief of Operations

Role Summary:

Responsible for greeting all visitors to the church office both in person and via phone. Provides a positive, friendly and welcoming environment while helping visitors navigate with any specific requests. Function as the point person for directing calls and visitors to the appropriate office/department/program.

What you'll do:

- Receive all incoming calls into the office main line and answer or direct calls as appropriate while maintaining proper phone etiquette. Retrieve voicemails that may have been recorded outside of office hours and ensure they are sent to the appropriate recipient(s). Maintain phone system voicemail messages.
- Maintain and distribute updated phone extension lists.
- Manage the flow of mail (e.g., USPS, FedEx, UPS) in and out of the office, including the printing of postage on outgoing mail, sorting incoming mail, maintaining staff mailboxes and placing mail in boxes, and notifying departments when packages arrive.
- Update Google staff calendar when staff are on “vacation” and/or “out of office”.
- Maintain an orderly workspace area at all times which includes the front desk area, front lobby, main hallway, and downstairs copy room.
- Inventory and order office supplies in bulk, quarterly or as needed.
- Ensure the printed resource racks in the front lobby remain stocked with updated information for visitors.
- Visually monitor the main entrance and security cameras regularly. Report any suspicious activity to appropriate personnel on campus.
- Provide donation receipts when non-cash contributions are donated.
- Provide administrative support as directed by the Chief of Operations.

Commitments:

- Must make Purpose Church your home church and agree with the vision, mission, and value statements of Purpose Church.
- Must agree with and abide by the Statement of Faith and Church Practice of Purpose Church.
- Must align with the Culture Values of Purpose Church.



What you'll need:

- Ability to operate a phone, computer, mailing machine, and other office equipment efficiently.
- General knowledge of related software, including but not limited to Planning Center, Trello, and all Google platforms.