

# FOUNTAIN SPRINGS CHURCH

## JOB DESCRIPTION



**Position: Receptionist/Office Coordinator**

### **The Win:**

To serve the mission of Fountain Springs Church by welcoming all who come or call our offices with unconditional love and unending grace, as well as supporting the overall staff and Business Department with excellence and attention to detail

**Reports to:** Business Manager

### **Key Responsibilities:**

- Manage all incoming phone calls and walk-in requests
- Process Benevolence, Wedding and Funeral Requests
- Manage and schedule volunteers for front desk
- Ensure coverage of phones and front office at all times
- Maintain office and kitchen supplies and order when necessary
- Ensure the kitchen and main floor areas are clean, tidy and presentable
- Assist Business Manager with Financial and Accounts Payable Duties
- Attend all required staff, department and Location meetings
- Assist in general Administrative duties and reporting
- Assist other departments when available

### **Qualifications:**

- Aligned with the beliefs, mission, vision, and values of Fountain Springs Church Have an ongoing relationship with Jesus Christ through regular prayer, Bible study and worship attendance
- Possess efficient, caring and discerning telephone skills
- The gift of hospitality and compassion
- Possesses a helpful, cheerful, diplomatic and compassionate attitude to all
- Possess a working knowledge of standard office equipment, including copiers, phone, calculators and fax machines
- Demonstrate a working knowledge of computers and proficiency in software programs, including Microsoft Word, PowerPoint, Outlook, Excel, database systems and use of the Internet.
- Bookkeeping experience preferred but not required with background in Quickbooks
- Align and support the vision and values of Fountain Springs Church by regularly attending, as well as contribution of time and tithes
- Maintain confidentiality in all situations
- Strong organizational skills
- Is able to prioritize and multi-task, using good time management skills in a fast-paced environment

### **Work Schedule:**

Full-time 40 hours per week (Sunday – Thursday)

### **Physical Demands:**

Must be able to sit/stand for extended periods and work in a loud, fast-paced environment