

Diocese of East Carolina
Receptionist/Office Assistant
Job Duties & Requirements

Seeking a very positive person with great customer service skills to fill a Front Desk position. The right candidate will be able to multitask in a busy environment. This is a part-time position, Monday-Friday.

Key Duties and Responsibilities

Includes the following but is not limited to:

- ◆ Greet and Direct Visitors
- ◆ Answer phones and process messages appropriately
- ◆ Pick-up, Drop-off and sort mail
- ◆ Coordinate meetings and lunches
- ◆ Stock office and Hospitality supplies
- ◆ Photocopy & Fax
- ◆ File
- ◆ Data Entry
- ◆ Coordinate benefits for staff and parishes
- ◆ Order office & hospitality supplies (**with supervisor's approval**)
- ◆ Maintain the cleanliness of the Lobby, Courtyard (includes appropriately watering plants), Kitchen and all meeting rooms.
- ◆ Administrative support: includes providing secretarial assistance as assigned, assist with mass mailings, assist with preparation of annual Diocesan Convention and other Diocesan events including registrations.
- ◆ Other duties as assigned.

Essential Requirements:

- ◆ Strong written and verbal communication skills
- ◆ Proficiency with computers
- ◆ Strong typing skills
- ◆ Ability to multitask
- ◆ Professional manner and strong ethical code

Education Preference:

- ◆ High School Diploma or GED
- ◆ Associates Degree in Office Management, Office Administration or a Business related program. Employer will accept two years of related experience in lieu of degree.