

Brentwood United Methodist Church
Evening Receptionist

Reports to: Human Resource Manager

Ministry Description:

Provides hospitality and information for members and visitors who call or visit the BUMC campus by greeting, welcoming, and providing information regarding BUMC ministries and events.

Qualifications and Skills:

- Professionalism in greeting guests
- Excellent telephone and communication skills
- Maintain grace and poise under pressure
- Member and guest focused while supporting the policies and procedures of BUMC
- Ability to handle confidential information appropriately
- Solid work ethic and self-starter who takes initiative with minimal direction and supervision
- Basic knowledge or Microsoft Office Suite and database entry
- Able to operate office machines such as copiers

Education and Experience:

- High School or equivalent required
- At least 18 years of age.
- 1-2 years of office experience preferred

Classification: Part-time, non-exempt – 16 hours per week

Work Schedule: Monday – Thursday 5:00p - 9:00p. Applicant could apply for one, two, or all shifts.

Physical Requirements: Must be able to sit for long periods. Must be able to bend, lift, and move items up to 15 pounds occasionally.

Responsibilities:

- Welcome and exit guests in a confident, professional, and friendly manner and assist with guest requests
- Provide gracious and efficient telephone service. Calls should be answered promptly and knowledgeably
- Keep informed of resources, events, and on-going ministries at BUMC
- Understand BUMC Safety & Security procedures and instruct building guests in case of an emergency
- Maintain a clean and professional front desk and lobby area