

Job Posting: Receptionist

1 year maternity leave @ 40hrs/wk in Edmonton, AB



This position is responsible for a wide variety of clerical office duties to support effective execution of ministry. Specifically, reception coverage which includes greeting and screening visitors, answering and referring inbound phone calls and emails.

In this role you will:

- Receive and assess calls and visitors. Relay messages appropriately.
- Operate a switchboard.
- During open reception hours, ensure the reception station is manned at all times.
- Maintain knowledge of Beulah activities to provide support and information to callers and visitors.
- Perform/complete essential functions (i.e. but not limited to; ordering office supplies, nametag creation).
- Work with other support staff to provide overall administrative support for the office as necessary.
- Administer and manage inbound/outbound mail, including priority post, packages, courier services, and other correspondence.
- Use office systems (i.e CCB church database, copiers, telephones).
- Ensure staff kitchen, board room and work room are kept neat, clean and stocked with standard items.
- Coordinate the repair and maintenance of staff kitchen and work room equipment.
- Type forms, letters, reports as necessary.
- Record funds received and process according to financial guidelines.
- Maintain and update electronic and hard copy files and records.
- Attend meetings as required.

What you'll need to thrive in this role:

- Strong telephone manners and strong interpersonal, verbal and written communication skills.
- Willing and able to work at a fast pace within a variety of settings and circumstances, with composure and flexibility.
- Excellent computer skills, including demonstrated proficiency in the use of Microsoft Office software (Word, Excel, PowerPoint, Publisher, and Outlook. OneDrive and Teams an asset).
- Familiarity with database programs and general office procedures.
- Trustworthy to follow through with delegated responsibilities in a timely way.
- Adept at using all features of multi line telephone systems.
- Ability to manage multiple tasks.
- 2 years of work experience in a receptionist or administrative capacity.
- Graduate from a post-secondary institution with a diploma or certificate in administration support or related area.
- Exhibits genuine concern for staff and visitors and always conducts oneself appropriately; professionally with a positive demeanor.
- Maintains confidentiality of organization and personnel related information.
- Be a flexible, cheerful, patient and strong team player with a desire to support and assist.
- Primary spiritual gifts: administration and helps.

Desired Start Date: As soon as possible. Specific date to be determined with the successful candidate.

Think you're a great fit for this job? If you believe that God may be calling you to this position please submit your resume and cover letter to resume@beulah.ca. No phone calls please.