



COVENANT CHURCH

Covenant Church has an immediate opening for an experienced **Receptionist/Admin. Assistant**. This is a full-time position working approximately 40 hours/week at our **Carrollton campus**. This position will assist our ministry by serving as the first point of contact with our church members and the public.

Please note, the job description below represents the major tasks and duties. This is not intended to be an exhaustive list of all the responsibilities. Therefore, the individual may perform other related tasks as deemed appropriate.

Primary Responsibilities include, but are not limited to:

Receptionist

- Greet visitors
- Answer and route calls and take messages as needed
- Assist with data entry work
- Assist other staff members at Campus as deemed necessary

Admin. Assist.

- Draft correspondence as assigned
- Develop Excel spreadsheets and reports
- Order and maintain office supplies
- Perform other duties as assigned
- Managing Mail Room: incoming and outgoing mail (internal & USPS) as needed
- Assist with planning, coordinating and set up of ministry meetings, conferences and special events
- Other duties as assigned

Knowledge/Skills Required:

- Accurately perform clerical and administrative duties (spelling, grammar, etc.)
- Understand and follow oral and written instructions and directions
- Prioritize and organize a variety of tasks and responsibilities
- High School Diploma
- Two years + practical work experience with duties as described above
- Bilingual +
- Concur +
- Planning Center Online +
- Zoho +

Ability to:

- Establish & maintain effective working relationships with all Covenant Church and campus facilities staff
- Communicate effectively
- Process and research from an analytical standpoint
- Problem solve
- Be reliable and energetic
- Be self-motivated

Must be/have, but not limited to:

- Committed to Covenant Church and the vision and core values of the ministry
- Covenant Church member in good standing
- Personal and spiritual maturity to function among varying levels of ministry personnel and leadership
- Committed to ongoing personal Spiritual growth
- Willingness to learn new methods and software
- Detail oriented and capable of high volume of multi-tasking
- Strong written, verbal and organizational skills
- Must be able to maintain the strictest level of confidentiality
- Must be efficient in Microsoft Office & Publisher (Word, Excel and Outlook)
- Must possess the ability to produce in a fast-paced environment
- Must possess a “can-do” attitude with the ability to multi-task
- Must exhibit a professional and pleasant demeanor
- Must be able to work additional hours (as needed)
- Must be able to maintain continuous sitting, standing, walking, stooping, kneeling, reaching, pushing, pulling & carrying
- Must be able to continually turn & flex or rotate the wrist(s), hands, fingers and spine
- Must be able to lift 20 lbs.
- Must pass background/criminal history check
- Must be able to provide proof of eligibility to work in the US