

**Job Opportunity**



**Non-Competitive**

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**Position:** Receptionist

**Job Vacancy Notice#:** RC-07-06

**Location:** The Rock Church

**Salary Range:** Negotiable Depending on Experience

**Employment Category:** Regular Full-Time, Non-Exempt

**Opening Date:** March 14, 2006

**1<sup>st</sup> Closing Date:** March 21, 2006

**2<sup>nd</sup> Closing Date:** March 28, 2006

**Area of Consideration:** All Sources

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**Brief Description of Major Duties:**

Reports directly to HR Director. Promptly answers incoming phone calls with a professional and pleasant manner. Meets and greets visitors. Answers inquiries from the general public. Picks up, sorts and distributes incoming mail. Reports any equipment malfunctions to the proper maintenance company. Performs various clerical duties including faxing, mailing, data entry, etc. Researches, prices, and purchases office supplies.

**Qualifications & Requirements:**

Christ-centered behavior, i.e., treating people with dignity, respect, compassion and integrity at all times. Pleasant, professional personality and appearance. Strong organizational and communication skills. Proficient in MS Windows operating systems, Word, Excel, Outlook, and basic internet usage. Basic typing skills (30 wpm). Self-motivated and flexible in nature to handle other duties and special projects as needed. Experience in conflict resolution, ability to think clearly under pressure. Ability to maintain confidentiality as appropriate. Maintains a Class C driver's license and an acceptable driving record (in accordance with the employee's auto insurance carrier and less than two DMV points on driving record). Ability to work independently or in a team-oriented environment. Regular involvement in the Rock Church activities and events. A member of the Rock Church (or willing to transfer membership).

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To be considered for this position, outside applicants are required to complete Application for Employment; in-house applicants are to submit an updated resume. Employee's performance and attendance record will be taken into consideration at the time of the selection process. Selection for an interview does not guarantee promotion or appointment to the position. As part of the employment process, The Rock Church may obtain a Criminal Record Check.

The Rock Church provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Human Resources. The decision on granting reasonable accommodation will be on a case-by-case basis.

Full consideration will be given to all qualified applicants without regard to race, sex, color, age, physical handicap, or national origin. As a Christ-oriented, Bible-believing organization, The Rock Church does reserve the right to exercise preference on the basis of religion in all of its employment decisions.

*To apply please visit the website at [www.therocksandiego.org](http://www.therocksandiego.org) and fill out the application and email application and resume to [hr@therocksandiego.org](mailto:hr@therocksandiego.org) . Or mail application and resume to Human Resources, 2448 Historic Decatur Road #105, San Diego CA 92106. All mailed applications must be received by the closing date to be considered for the position.*