

Job Opportunity



Competitive

Position: Part-Time Receptionist

Job Vacancy Notice#: RC-26-08

Location: The Rock Church

Salary Range: Negotiable Depending on Experience

Employment Category: Regular Part-Time, Non-Exempt

Opening Date: 15 September

Closing Date: 22 September 2008

Area of Consideration: Open to current Staff and Volunteers ONLY.

Brief Description of Major Duties: The Receptionist provides initial contact for incoming guests and phone calls and portrays a professional image through in person and phone interaction. Reports directly to the Human Resources Generalist.

Qualifications & Requirements: Promptly answers incoming phone calls, greets and screens visitors in a professional and pleasant manner that demonstrates a sincere interest in the individual. Creates a welcoming, warm and friendly environment that allows visitors to feel attended to and valued. Communicates clearly through in-person and phone interaction while determining whether visitors should be given access to specific individuals. Answers inquiries from the general public by utilizing all available resources and provides timely follow up as necessary. Manages and trains Receptionist volunteers while maintaining positive relationships to ensure retention. Prints conference room calendars daily. Picks up, sorts and distributes incoming mail. Orders office supplies and maintains upkeep of the kitchen and office supply room. Reports any equipment malfunctions to the proper maintenance company or completes an internal tech request. Performs various clerical duties including faxing, mailing, data entry, etc. Researches, prices, and purchases office and kitchen supplies.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Human Resources Generalist.

Christ-centered behavior, i.e., treating people with dignity, respect, compassion and integrity at all times. Pleasant personality and appearance, proven ability to interact in a positive manner using a high degree of tact, diplomacy, discretion, flexibility and courtesy in gesture and speech. Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Strong organizational skills and attention to detail and accuracy, including excellence in oral and written communications to verbalize issues clearly and concisely. Ability to negotiate with external vendors. Legible writing skills. Self-motivated and flexible with demonstrated ability to work independently, think creatively, manage multiple tasks and use time effectively. Proficient in MS Windows operating system. Basic typing skills (30 wpm). Experience in conflict resolution, ability to think clearly under pressure. Ability to provide sound, Biblical counsel while recognizing and maintaining confidentiality as appropriate. Ability to work independently or in a team-oriented environment. Regular involvement in the Rock Church activities and events, including attendance at Sunday service. Signed acknowledgement of the Rock Church Statement of Faith. Adheres to policies and procedures as stated in the Rock Church employee handbook. Member of the Rock Church A.R.M.Y.

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 and fill out the application. Email application and resume to hr@therocksandiego.org. Or mail application and resume to 2277 Rosecrans, San Diego CA 92106, Attn: Human Resources. All mailed applications must be received by the closing date to be considered for the position.