

Employment Opportunity

RECEPTIONIST (PART TIME)

OVERVIEW

Our mission at Chapel Hill Bible Church is *to equip our church as a community to reach the Triangle and beyond with the message of Jesus*. The administrative team members are crucial to accomplishing this through ensuring quality and efficiency in our daily operations. The receptionist provides a consistent, welcoming presence at the front desk of CHBC, is able to provide information about building and other resource usage, and assists staff with general office needs. The receptionist is the “voice of the Bible Church” and, as such, they represent the Bible Church, the staff, and the gospel to others in accordance with our vision and mission.

THE RECEPTIONIST RESPONSIBILITIES:

Reception

- Serves as gatekeeper for the staff office area:
 - Receives visitors and deliveries
 - Receives walk-ins who want assistance by making an appointment for them with the next available Pastor of the Day.
 - Maintains Out-of-Office and Pastor of the Day Google calendars for CHBC staff members
- Answers phones and replies to voicemails
- Assists users with office machines in work area as needed
- Maintains prayer notes and distributes prayer requests appropriately
- Schedules and trains volunteer receptionists for shifts outside the staff receptionist’s hours, or over vacations
- Trains/informs volunteer receptionists as procedures change or information needs to be passed on to them.
- Communicates with facilities about set up changes, schedule needs
- Maintains and orders pantry paper goods, janitorial supplies as requested by facilities/staff

General Office Support

- Maintains phone recordings and staff phone lists; Trains new employees in the use of the phones
- Maintains office supplies and needs (postage, incoming and outbound mail, paper, breakroom, workroom, etc)
- Maintains staff birthday and anniversary list, organizes celebration and cards



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- Completes special requests for administrative support upon approval of Lead Administrative Assistant
- Prepares snacks for staff chapel weekly

SKILLS & CHARACTERISTICS

- Growing relationship with Jesus Christ; understanding of the centrality of the gospel and commitment to the purpose and mission of the local church as understood by CHBC; membership at CHBC (existing or first available membership class upon employment) is required
- Previous customer service and office management experience preferred
- Ability to deal sensitively with confidential information
- Computer proficiency, including MS Office suite and macOS software (iWork suite), Google Drive, and email
- Ability to master web-based systems used at CHBC, including Basecamp, Planning Center Online, Google Drive, and web-authorizing software (training provided as needed)
- High tolerance for interruptions and unscheduled interactions
- Friendly, outgoing, helpful attitude that represents CHBC and our staff well
- Excellent English grammar and written expression

EXPECTED HOURS

26 hours Monday through Thursday between the hours of 8a-3pm. Occasional flexible hours for meetings or churchwide events if needed.

TO APPLY:

Please Apply Online



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