

# Brookland Baptist Church

## Vacancy Announcement

<b>Job Title:</b> Receptionist	<b>Vacancy #:</b> 2017 - 09	<b>Number of Vacancies:</b> 1	<b>Type of Position:</b> <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Exempt/Salaried	<b>Opening Date:</b> 9/08/17	<b>Closing Date:</b> When Filled
<b>Contact: For additional information, please contact</b>  <b>Tim McAllister (803) 796-7525</b>			<b>Mail your application package to:</b>  <b>Tim McAllister</b> <b>Brookland Baptist Church</b> <b>P. O. Box 2093</b> <b>Columbia, SC 29202</b>		

### Primary Duties and Responsibilities:

- Provide a welcoming and attractive environment for members and visitors.
- Manage customer inquiries in a responsive and professional manner.
- Provide the first point of contact and customer support to members, visitors and callers, dealing with inquiries courteously and efficiently in accordance with the church's philosophy of quality service in a confidential and professional fashion.
- Utilize all telecommunication and office equipment in an efficient manner.
- Take direction from supervisor on projects and priorities.
- Maintain a friendly and positive disposition.
- Develop and maintain a reception instruction manual and ensure that it is available for staff use.
- Stay abreast of all church related functions and relay same to the members, visitors and the general public as needed.
- All other duties and tasks as assigned.

### Requirements:

- High school diploma and four years of work experience directly related to the area of employment. A bachelor degree may be substituted for related work experience.
- Must be able to work nights and weekends.
- Professional telephone etiquette and superior customer service skills.
- Ability to work within a framework of fairness when interacting with others.
- Ability to maintain confidentiality at all times.
- Must be able to communicate effectively, both verbally and in writing.
- Must be able to establish and maintain effective working relationships with members and staff.
- Proficient in Microsoft Office Suite applications.
- Self-starter.
- Demonstrated ability to work within tight deadlines and timelines, with proven experience in completing tasks on time and attention to details.
- Balance multiple and competing projects and meet necessary deadlines with limited supervision.

**Applications must be RECEIVED at the address listed above.**  
**No hand delivered or faxed application packets will be accepted.**

**GENERAL INFORMATION FOR COMPLETING YOUR APPLICATION:**

**EVALUATION METHOD**

Qualified applicants may be further evaluated to determine those who are best qualified. This determination will be based on a review of the applicant's experience and education as outlined in the application packet.

**HOW TO APPLY**

Applicants must submit a complete packet, which consists of the application and resume. This packet should be mailed to the address given on the Vacancy Announcement.

**OTHER REQUIREMENTS AND INFORMATION**

To be considered, the application packet must be received or postmarked no later than the deadline indicated on the announcement.

Relocation expenses will not be authorized.

Employment is contingent upon the satisfactory completion of a background investigation.

The selected applicant will be subject to drug testing.

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

There will be no discrimination because of color, race, national origin, politics, marital status, disability, age, sex, sexual orientation or membership in an employee organization.