



TITLE: Receptionist
POSITION TYPE: FULL TIME – Admin
COMPENSATION: Salary plus FT Benefits
REPORTS TO: Life Family Human Resources

Our heart is to bring transformation to every life through the power of Jesus Christ.

The Receptionist will be responsible for answering all incoming phone calls, routing calls to the correct Pastor or Staff Member of LifeAustin, welcoming all guests & handling all package deliveries. He/she will be responsible for the first-impression of LifeAustin guests – embodying the Guiding Principles in the way they interact with callers and guests. While at the Receptionist Desk, duties will include 1st floor security, keeping track of all incoming visitors and controlling their entrance through the front doors, and the timely unlocking and locking of doors in accordance with operating hours.

Primary Responsibilities

- Answer all incoming phone calls
- Route calls to correct pastor/staff
- Represent LifeAustin in a friendly, positive, & welcoming manner in all interactions
- Security of LifeAustin entrance – stay alert and aware of guests entering the building
- Monitor security cameras via computer program
- Sign for all packages and notify pastor/staff of the package arrival
- Check mail daily and distribute to appropriate staff
- Assist with various data entry items for LifeAustin Pastoral & administrative staff
- Organize and clean front reception areas to keep a neat appearance and good first impression for our guests

Essential Skills

- Work productively, independently and collaboratively with others
- Professional demeanor and appearance
- Experience in related Corporate and/or Large Church settings
- Computer proficiency MS Office & Web-based programs
- Preferred Education – Assoc. Degree (minimum) preferred, HS Diploma required

The Receptionist should:

- be a self-starter with drive, passion, initiative, self-motivation, and ability to lead others
- be teachable
- be a team player with a positive attitude
- embrace accountability

- strong communication skills – written and verbal
- customer-service organization
- prioritizing of multiple tasks and deadlines
- attention to detail and accuracy

Helpful Knowledge, Skills and Abilities

- Strong computer skills
- Effective interpersonal skills
- Strong organizational and office skills
- Ability to handle constantly changing environments and demands
- Personable and helpful attitude
- Ability to work well under pressure
- Maintain the confidentiality of sensitive information

NOTE: This job description is meant to be general in nature. Specific duties may be required that are not mentioned. Teamwork is a core value of LifeAustin and it is important to continue in that spirit. As our Church and ministry grows, other responsibilities may be required and added.