

CALVARYPHX

Receptionist

Full-Time Position Available Monday-Friday

About the CalvaryPHX

CalvaryPHX Church is located in Phoenix, AZ and Glendale, AZ. We are a non-denominational church with a heart to serve our congregation and community. Our mission is to Exalt Jesus Christ, Equip His People, and Engage Our World. We are looking for likeminded people to join our staff and further our mission.

About the Receptionist Position

We are looking for a Receptionist/Administrative Assistant who is a friendly, extroverted, and organized person who has a high capacity to deal with people, calls, and issues. The receptionist is the voice and first impression of CalvaryPHX. This position is 40 hours a week, Monday-Friday, full benefits offered.

Duties Include

- Answering phones with a friendly voice and effectively refer calls to the correct department
- Assist incoming guests and help refer them as appropriate. This includes referring guests to community organizations that can best serve their needs.
- Determine when callers and guests need a pastor-on-call referral
- Manage incoming postal packages and mail
- Data entry and general clerical duties
- Working in a team-oriented atmosphere

This job description does not state or imply that the duties listed are the only responsibilities of this position. The employee is required to follow any other reasonable instruction and perform any other reasonable duties at the request of the supervisor or other senior management personnel.

Qualifications Include

- Positive attitude, works well with others, and has a heart to serve
- Experience with Microsoft Office, Word and Outlook
- Experience with multi-line phone system
- Exemplary oral and written skills, strong problem-solving skills
- Ability to maintain confidentiality

Schedule

- Monday-Thursday, 8:30 AM – 5:30 PM
- Friday, 8:30 AM – 12:30 PM

If you would like to serve the church in this capacity, applications are available at www.calvaryphx.com/jobapp. Your application and resume should be sent to calvary@calvaryphx.com.