



## RANKIN CHRISTIAN CENTER – JOB POSTING

<b>Job Title:</b>	<b>Front Desk Afternoon/Evening Receptionist</b>
<b>Work Week:</b>	<b>Monday &amp; Thursday 3:30PM - 8:00PM and Friday (3:30PM - 6:00PM)</b> <b>Some flexing days for special projects</b>
<b>FLSA Status:</b>	<b>Part Time - Non Exempt</b>
<b>Date Posted:</b>	<b>October 19, 2022</b>

### **Summary**

The ideal candidate is a detail-oriented team player who will be the first point of contact for visitors at the Center, greeting them in a polite and well-spoken manner. The Front Desk Receptionist will carry out the vision and mission of the Rankin Christian Center in the workplace.

### **Responsibilities and Duties**

- Receive and accurately direct incoming telephone calls to the correct extensions
- Initiate voice pages when required
- Welcomes visitors by greeting them in person or on the telephone; answering or referring inquires
- Directs visitors to the right internal employee that is meeting with them
- Monitors front desk log for all incoming guest
- Maintain a neat and clean work environment and professional appearance, and adherence to relevant safety procedures
- Other office related duties as assigned (copying, scanning and computer work)
- Fill in on daylight shift during vacations, sick time or special projects

### **Requirements**

- High School Graduate or GED equivalent
- Obtain clearances - Act 33 and 34
- Previous experience with a multi-line electronic phone system is preferred but not required
- Must possess excellent interpersonal, verbal and written communication skills
- Dependable with a respect to confidentiality and policies
- An excellent phone voice and a pleasant personality is essential
- Ability to multi-task and work well under pressure
- Proficient computer knowledge (Microsoft Word, and Outlook)
- Must be able to lift boxes up to 10 pounds or more at times

### **Please send resume and cover letter to:**

HUMAN RESOURCES DIRECTOR  
RANKIN CHRISTIAN CENTER – 230 THIRD AVENUE – RANKIN – PA - 15104  
EMAIL TO – [HumanResources@rankinchristiancenter.org](mailto:HumanResources@rankinchristiancenter.org)  
OR FAX TO - 412-436-2147