



ROLLING HILLS COMMUNITY CHURCH

RECEPTIONIST / OFFICE ADMINISTRATOR
Franklin

RELATIONSHIPS

DIRECT
Lead Pastor of
Business Operations

GIFT/SKILL SET

Hospitality
Communication
Administration
Organization
Time Management
Adequate Computer Skills
Joyful & Upbeat Personality
Desire to Assist Others

COMPENSATION

Full-Time or Part-Time
Paid Hourly
Non-Exempt

OBJECTIVE

The Receptionist/Office Administrator is responsible for serving visitors to RHCC and the RHCC staff through greeting, welcoming, answering incoming telephone calls, assisting with administrative tasks, and generally helping in any way they can.

EXPECTATIONS

- To be a servant to the overall church body.
- To model the core values of RHCC.
- To be an excited and contributing member of the RHCC staff team.
- To be an active partner at RHCC involved in the overall life of the church body by actively participating in a small group and in all other church-wide events and functions.

RESPONSIBILITIES

- Greet, welcome, and direct visitors to RHCC as appropriate.
- Answer incoming telephone calls, answering questions, or transferring to appropriate personnel.
- Maintain security by logging in visitors when front doors are locked.
- Meet and check in vendors coming into the church.
- Maintain copy room supplies and equipment.
- Type up prayer requests on Mondays.
- Enter new guests into database.
- Maintain general office cleanliness and other needs.
- Assist other ministries as time allows with approval of Lead Pastor of Business Operations.
- Attend and participate in monthly all-staff meetings.
- Additional responsibilities as determined by the Lead Pastor of Business Operations.

APPLY

Fill out and attach your resume to [this application](#).