



FULL-TIME POSITION AVAILABLE

Receptionist

The Diocese of Houma-Thibodaux is currently seeking a full-time Receptionist located at the Pastoral Center. The Receptionist is responsible for answering all incoming calls and directs them to the appropriate person and greets and assists visitors.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

(Other duties may be assigned)

- Manage all incoming phone calls on a multi-line system and direct them to the appropriate person.
- Handle calls in a professional manner, providing any necessary information to the caller and the person receiving the call.
- Alert caller if the person is out of the office or unavailable to take the call.
- Take generic information from the caller to pass on to the recipient for them to call back.
- Greet persons entering establishment, determine nature and purpose of visit, and notify proper party awaiting their guest.
- Provide information about establishment, such as location of departments or offices, employees within the organization, or services provided.
- Maintain professional appearance of front desk.
- Collect, sort, distribute or prepare mail, messages, or courier deliveries.
- Schedule meeting rooms and update online calendar of meeting room availability.
- Assist staff, when possible, with mail outs, filing, and document preparation.
- Carry out other duties as assigned by the Director.

QUALIFICATIONS TO PERFORM THE JOB SUCCESSFULLY:

Education and/or Experience:

- Highschool Diploma or Equivalent.
- General office experience preferred.

Other Skills Required:

- Must be able to successfully complete Safe Environment training.
- Must be able to communicate clearly by phone, in written form including email, and verbally.
- Must be able to sit at a desk and work on a computer for prolonged periods of time.
- Ability to understand, follow, and transmit written and oral instructions.
- Ability to perform basic computer skills including knowledge in Microsoft Office Suite.
- Knowledge of the Catholic Church and its teachings and values.
- Ability to maintain confidentiality of sensitive situations and documents/ records.
- Ability to travel in one's own vehicle within the Diocese of Houma-Thibodaux.
- Ability to lift up to 20 pounds.



THE DIOCESE OF HOUMA THIBODAUX

Work Schedule: 35 hours/ week; 8:30AM to 4:30PM, Monday through Friday
Weekend work will be as needed.

Competitive pay, comprehensive benefits package including health, dental, and wellness insurance, generous paid time off.

For Consideration please submit:

- Cover Letter
- Resume
- Online Application

To apply, please visit: <https://romancatholicchurchdioceseofho.easyapply.co>

Applications are now being accepted until September 28, 2023 or until the position is filled.

The Diocese of Houma-Thibodaux is an Equal Opportunity Employer and does not discriminate against applicants or employees by reason of race, color, religion, sex, national origin, age, disability, veteran status, genetic information of any other basis prohibited by applicable law.*

**The Diocese, in its sole discretion, reserves the right to require "practicing Catholic" to be a qualification for a position.*