Receptionist Position:
Our parish is in need of a dynamic, amiable, Receptionist! If you are reliable, have excellent customer service background, bilingual with computer skills and are familiar with the rites and observances of the Catholic faith then feel free to email your resume to nancy@ourladystar.org.

Requirements:

- High school diploma or the equivalent
- Valid California driver's license with proof of insurance
- One to three years of clerical and/or administrative office experience
- Strong knowledge of and ability to use computer technology to efficiently accomplish work, using the internet, e-mail, Microsoft Office programs, including Word and Excel, and social media platforms.
- Must be bilingual (english/spanish fluent)
- Must be able to lift thirty (30) pounds.

This is a non-exempt position conditioned upon completing and passing a background check. Wages are negotiable based on an hourly basis. (Part-Time) 24hrs