

ARCHDIOCESE OF SANTA FE
4000 ST. JOSEPH'S PLACE N.W.
ALBUQUERQUE, NM 87120

ANNOUNCEMENT OF POSITION AVAILABILITY

TITLE: Administrative Assistant / Receptionist

DIVISION: Vicar General

IMMEDIATE SUPERVISOR: Executive Assistant, Vicar General

STATUS: Non-exempt, Full-Time **TEMPORARY (approx. 8 weeks)**

WORK CONDITIONS: Indoors, lifting of light office equipment and materials, not to exceed 35lbs.

MAJOR FUNCTIONS AND RESPONSIBILITIES: To assist in all aspects of general administrative duties. The administrative assistant is to be gracious, courteous, efficient, and confidential in all dealings and situations.

QUALIFICATIONS:

A. Education/Work Experience/Skills and Personal Requirements

- High school diploma
- Experience in clerical/secretarial positions and visitor reception
- Organized and professional demeanor
- Good verbal communication skills
- Ability to work independently
- A willingness to undertake extraordinary projects as deemed necessary or directed
- Knowledge and ability to operate office equipment including computers and copiers
- Capable with primary computer programs used by the office (MS Office)
- Proven written and verbal skills
- Ability to read and understand the written Spanish language is preferred but not required
- Ability to work well with staff and supervisors

SPECIFIC DUTIES:

1. Reception of visitors and telephone calls, transferring calls to desired departments.
2. Maintain control of public access to the office areas and adhere to accepted administrative procedures.
3. Receive, distribute and process incoming and outgoing mail and other package services.
4. Correspond with the public via telephone, personal communication, and writing.
5. Coordinate with outside contractors as necessary.
6. Update and distribute calendar information to various departments.
7. Take information concerning facility reservations and deposits.
8. Manage and maintain office equipment and leases, also, to ensure expendable supplies in various departments and areas.
9. May be called upon, at the discretion of the immediate supervisor, to perform comparable duties of a similar or related nature as Catholic Center needs require

PAY STEP: 5 – 35 hours per week, \$20.40 per hour

CONTACT: Director of Human Resources, 505-831-8130 or email csalcido@asfnm.org

POSTING DATE: October 23, 2025

CLOSING DATE: November 7, 2025