

ON-CALL RECEPTIONIST DIOCESE OF SAN ANGELO

- 1. Position Title:** On-Call Receptionist
- 2. Department:** Administration
- 3. Supervision:** Reports to the Chancellor
- 4. Job Summary/Description:** Works as needed and serves as the focal point of welcome for all Pastoral Center visitors. Greets visitors and performs general administrative duties. Handles incoming calls and operates switchboard. Assists Chancellor's assistant with overflow work, including word processing, and data entry.
- 5. Duties & Responsibilities**
 - Manage the Pastoral Center's lobby. Greets people, determines nature and purpose of visit, and directs or escorts them to specific departments.
 - Operate telephone switchboard, forwards calls to proper persons.
 - Keep current record of staff member's whereabouts and availability.
 - Schedule reservations for meeting rooms.
 - Keep track of persons driving diocesan owned vehicles.
 - Other tasks assigned by the Chancellor.
- 6. Supervisory Responsibilities**

N/A
- 7. Education/Experience**
 - High School Diploma
 - Prior receptionist experience
 - Data entry experience
- 8. Skills**
 - Proficient at word processing and data base input.
 - Excellent communication skills and able to work well with people.
 - Bilingual a plus.
- 9. Potential Working Hours**
 - Monday-Friday, 8:00 a.m. - 5:00 p.m.
- 10. Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee frequently is required to sit and reach with hands and arms. The employee is occasionally required to stand, walk, and climb stairs. Normal manual dexterity is required, as well as, normal speaking and hearing abilities in order to interact with others in an office environment or over the telephone. Normal vision is also required to perform the duties of this position. The employee must frequently lift and/or move up to (10) pounds and occasionally lift and/or move up to (25) pounds.

11. Job Description Review and Acceptance

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned; I understand the job functions may be altered by management without notice; I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

Signature of Employee

Date