

PART TIME FRONT DESK RECEPTIONIST

Serve as a Minister of First Impressions for KSBJ. A member of the Administrative Department; reports to the Executive Assistant/Office Manager. Specific duties include:

- Answer and route all incoming calls to the switchboard in a timely, businesslike manner
- Be willing to pray with callers when a prayer volunteer is not available
- Fill out the online Prayer Request Form before the end of your shift
- Greet all guests and contact the staff members
- Receive incoming and outgoing mail
- Hold mail for the Office Manager
- Mail out KSBJ bumper sticker to listeners
- Keep a log of incoming packages and notify the appropriate staff member
- Assist the Communications Department by:
 - Selling the "Threads of Life" products
- Assist Ticket Servant/Special Events by:
 - Customer service for ticket sales when someone from TS is not available
- Communicate information regarding concerts/Brown Bags
- Receive incoming faxes and distribute to the appropriate staff
- Respond to emails and forward to appropriate staff
- Assist Donor Relations with address changes and sorting mail outs
- Keep current on the KSBJ and KSBJ Community Events
- Attend staff meeting when required
- Assist staff with clerical duties
- Open & Closing for the first floor A-Building:

Qualifications:

- Minimum of 1 year customer service experience
- Proficient in Word and Excel and a willingness to learn new software/systems as it applies to your job
- Self motivated and excellent interpersonal and organization skills
- Demonstrate an ability to multi-task in a fast-paced environment
- Must be flexible (to switch schedules/hours when necessary)
- Strong moral character and a heart for Christian Ministry
- Able to maintain confidentiality
- Coordinate shifts to ensure all positions are filled

To Apply

Resumes should be mailed to:

- Human Resources, P.O. Box 187, Humble, Texas 77347 or email
- PTReceptionist@ksbj.org
- We are an Equal Opportunity Employer M/F/D/V