

Job Title	Receptionist/Administrative Support	Job Category	Administration
Location	Catholic Pastoral Centre	Application deadline	January 15, 2019
Reports to	Executive Director	Schedule (some flexibility)	Mon-Fri - 11:00 AM – 2:00 PM
Screening level	High	Number required	1

Applications Accepted Between

ONLINE:

<http://www.calgarydiocese.ca/articles/employment-opportunities.html>

ENQUIRIES:

human.resources@calgarydiocese.ca

Job Description

VOLUNTEER OPPORTUNITY OVERVIEW

The Receptionist, CPC is a relief role that is responsible for a wide variety of clerical and administrative office duties in support of the Catholic Pastoral Centre offices and administration. Receptionist duties include, but are not limited to greeting and screening visitors, answering and referring inbound telephone calls and emails to the appropriate office/personnel, handling incoming and outgoing courier services, processing the outgoing mail by post and/or parish mail out, booking meeting rooms and maintaining the visitor parking register.

The Administrative Assistant support duties include, but are not limited to, drafting routine and sensitive correspondence sent by the senior management team and filing retrieval of files (paper and digital) and providing routine support to the Office.

ROLES AND RESPONSIBILITIES

- Provide reception coverage over the lunch hour.
- Reliable and adaptable
- Respond to telephone, e-mail, and in-person inquiries from visitors.
- Refer all inquiries to the appropriate individuals or offices of the Catholic Pastoral Centre.
- Transfer telephone calls, e-mails or written messages to staff members.
- Strong computer skills - type forms, letters, reports, and memos as required by the Office.
- Receive and distribute all forms of paper correspondence.
- Organize, maintain, and coordinate office records and files in their proper locations.
- Where necessary, assist in compiling data for various reports.
- Administrative duties for the Business Office as required.
- Coordinate the logistical aspects of departmental programs, such as meetings, seminars, workshops, special projects, and events.
- Arrange and book meetings in boardrooms, off-site conference halls, and other locations; ensure the appropriate presentation equipment is there and order food if requested.
- As a front-line worker, present a positive and professional image of the organization to all visitors, suppliers, inquiries, and other interactions.
- Provide information to staff and/or clients about special activities.
- Schedule appointments.
- Ensure all forms and reports are completed as needed.
- Data entry.
- Ensure that the appropriate evacuation procedures are carried out in the event of an emergency.
- Observe and report any security issues to the appropriate person.
- Administer and manage inbound/outbound mail, including priority post, packages, courier services, and other correspondence.
- Maintain the reception and other common areas in a tidy and presentable manner.
- Accept and monitor inbound shipments as necessary.

QUALIFICATIONS AND REQUIREMENTS

- Excellent communication skills both verbal and written
- Strong attention to detail
- Intermediate skills in using MS Office
- Ability to multi-task effectively
- Minimum 5 years' experience as a receptionist

PREFERRED SKILLS

Friendly and hospitable, works well with others, good listener and organizer, effective communicator, adaptable to changes that happen. In order to continue to support our Strengthening Our Parish Communities a Vulnerable Sector Police Information Check will be required as well as the standard Diocesan volunteer screening practices.