

Part-Time Receptionist – St. James Commons

Main Job Tasks and Responsibilities

- Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
- Directs visitors within building.
- Maintains security by following procedures and monitoring logbook.
- Take and relay messages.
- Provide information to callers.
- Deal with queries from the public and customers.
- General administrative and clerical support.
- Prepare letters and documents.
- Receive and sort mail and deliveries.
- Maintain room reservations for St. James Commons using facilities scheduler.
- Tidy and maintain the reception area.
- Other duties as assigned.

Applicant must:

- Possess excellent communication and telephone skills both in English and Spanish (must be able to read, write and speak Spanish)
- Maintain a professional personal presentation
- Have excellent customer service orientation
- Proficient in using Microsoft Office (Microsoft Word, Outlook, Excel)
- Be able to handle multiple tasks
- Enjoy working with people in a team setting
- Be flexible and possess excellent organizational skills

Familiarity with the Episcopal Church is highly desirable.

Hours:

Monday – Friday, 12:45 pm – 5:00 pm

Interested candidates should submit a cover letter and resume via email or mail by January 4, 2019.

Address: Episcopal Diocese of Chicago
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Please, no phone calls.

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