

**FIRST PRESBYTERIAN CHURCH**  
**www.firstpres-charlotte.org**  
**Job Description – Receptionist**

**Position:** Receptionist  
**Classification:** Part Time  
**Reports To:** Finance Manager  
**Evaluation Due:** Annually

**SUMMARY**

The Receptionist works under the direct supervision of the Finance Manager.

**Receptionist Responsibilities**

- Opens and Closes Reception Desk
- Greets incoming visitors
- Answers and directs telephone calls
- Records and updates telephone greeting as required
- Monitors secured doors for public entry

**Administrative Responsibilities**

- Maintains facility/room reservations
- Maintains member/people records
- Maintains event registrations as needed
- Generates Wall Calendar for events
- Opens incoming mail and routes or prepares as needed
- Issues security fobs for door/building access
- Acknowledges Memorials/Honorariums
- Prepares birth and death announcements
- Orders office supplies
- Other duties as required

**Technical Skills**

- Entry level experience with Microsoft Outlook, Excel, Word
- Entry level experience with ACS (can be trained)
- General working knowledge of office equipment and system

Email applications to [employment@firstpres-charlotte.org](mailto:employment@firstpres-charlotte.org)  
No phone calls, please.