

PART-TIME FRONT DESK RECEPTIONIST/ADMINISTRATIVE ASSISTANT POSITION
AVAILABLE IMMEDIATELY

Summary/Objective

The front desk clerk/receptionist performs routine clerical, secretarial and administrative work in answering telephones, receiving the public, providing customer assistance. Assisting the Treasury Department.

Essential Functions

This position will report to the Treasury Department.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Develops and maintains office forms and procedures and assists with administrative tasks.
2. Answers central telephone system and directs calls accordingly.
3. Receives the public and answers questions, in person and by telephone; responds to inquiries from employees, citizens and others and refers, when necessary, to the appropriate person, official or department.
4. Operates listed office machines as required.
5. Duplicates and distributes materials.
6. Composes, types and edits correspondence, reports, memoranda, and other material.
7. Assists public with the use of department facilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands & Qualifications

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

Must be a member in good standing of the Seventh-day Adventist Church.

Position Type/Expected Hours of Work

This is an hourly position. 32 hours per week. Monday through Thursday, 8 a.m. to 5:00 p.m. Occasionally weekend work for special events.

Preferred Education and Experience

1. high school or GED equivalent with specialized course work in general office practices such as typing, filing. Knowledge of Microsoft Word and Excel a plus.
2. Bilingual (English/Spanish/etc) Preferred.

Pay

Pay rate will be between \$18 to \$20 per hour depending on experience.

Please send resume to:

Pastor Stephen to: slee@njcsda.org – or to rguevara@njcsda.org. Fax: 609-802-0868

Deadline: