



KINGDOM CITY

Job Description

Reception/Office Administrator

TITLE: Reception/Office Administrator

REPORTS TO: Director of Operations

TERMS: Part-Time

HOURS: 21 hrs per week

PRIMARY OUTCOMES:

- The receptionist is responsible for managing the front desk at Kingdom City Church, greeting and providing information to all people entering the church office and directing them to their proper destination. You will oversee visitors' requests, contacting employees regarding visitors, answering phones, and taking messages, and sorting and distributing mail.

SPECIFIC/TANGIBLE PORTFOLIOS:

- At the office greet and assist visitors and staff with a positive, helpful attitude
- Answer phones during office hours while maintaining a friendly but professional manner
- Monitor the main email for reception, responding to any questions submitted through website and/or forwarding emails to the correct staff member.
- Maintaining and ordering office supplies
- Main contact for copy machine, assisting other staff as needed; make maintenance calls when necessary
- Responsible for printing upcoming events posters, signage for special events, etc.
- Prepare meeting rooms; provide coffee and snacks for certain events and meetings
- Completing Certificates for Baptisms & Child Dedication
- Sorting and distributing mail
- Laundry for Kitchen (dishcloths, towels, tablecloths)
- Take care of all event bookings, (i.e., retreats, hotel board rooms, bounce houses, parks, etc. and get insurance certificates as needed)
- Responsible for facility booking and is a member of the Communications Team. Reviews facility/event booking procedures and makes sure they are completed on time/paid if fee is required.
- Maintains and updates the calendar of Events for Kingdom City.
- Maintain official church calendar in Outlook
- Calendar planning: maintains and is responsible for all calendar bookings and informs custodian of required set-up

- Responsible for all copies of facility keys (doors, filing cabinets, etc.). Prepares and issues keys & fobs for new employees. Replaces keys if lost.
- Various administrative tasks; order gift cards as needed, mail requested items, maintain DVD borrowing list, tidy kitchen, fill sanctuary chair backs, send sympathy expressions (flowers, cards, etc.), order offering envelopes, order communion supplies, etc.
- Some event coordination - be involved in handling the details (organization, planning & coordination of staff/set up) for weekend seminars & conferences. Additional time required will be pre-determined prior to event, paid as a stipend.
- Various tasks assigned to assist the Full Cycle Bookkeeper (ie Visa Reconciliation, PCO donations, teller duties, filing, etc.)
- Supporting staff and leadership with additional tasks as delegated
- Other, as delegated by the Supervisor

EXPECTATIONS:

- Expected to uphold the values, morals and ethics of Kingdom City Church as well as its staffing obligations and agrees to read and sign the Kingdom City Employee Handbook prior to commencing employment.
- Become a Member of and participate in the community and activities of Kingdom City on a consistent basis.
- Impeccable integrity and ability to maintain the highest level of confidentiality.
- "Plan to Protect Screening" and Police Check is required for this role.
- This role may morph, expand, end, or change to other related roles over time.
- Any new or separate roles require a new contract.
- Either party reserves the right to end this contract with no specific reason with two weeks' notice.