

Baptist Mid-Missions' Global Ministry Center

Position Description



Position: Receptionist (Part-time)

Department: Operations/Buildings and Grounds

Supervisor: Administrative Assistant to Operations

Status: Non-Exempt

Our Mission

The Baptist Mid-Missions family exists to strategically advance the building of Christ's church, with His passion and for His glory, in vital partnership with Baptist churches worldwide.

Personnel Profile

The receptionist will demonstrate a credible and vibrant Christian testimony evidenced through personal godliness and a servant's spirit. Successful personnel will sense their role as the "first voice / first face" of the organization, presenting themselves with a neat appearance, cheerful attitude, and are consistently congenial. They will value punctual attendance, dependability and confidentiality. It is imperative that all Baptist Mid-Missions personnel agree with and whole-heartedly support the organization's Articles of Faith and policies as a Baptist and separatist by conviction. The Global Ministry Center conducts its affairs in a business environment that requires a neat and professional appearance.

Responsibilities

- Manage incoming calls and visitors appropriately
- Introducing visiting missionaries, special breaks, etc. via email or overhead page system to GMC staff
- Maintain security protocols, alerting of any security issues or building issues
- Assist departments with various tasks as needed and during events throughout the year.
- Maintain daily office status sheets, corporate email inbox, and voice mail
- Maintain address list and prepare missionary mailings
- Maintain cleanliness of reception area
- Lock main entry doors each evening prior to leaving for the day

Skills

- Excellent verbal and written communication
- Computer knowledgeable of Microsoft Office software
- Concentration and focus
- Discernment and confidentiality
- Organized and able to management tasks well
- Ability to quickly determine purpose of calls and forward caller to appropriate department
- Ability to handle all calls graciously and terminate difficult conversations with kindness

For further information regarding employment with Baptist Mid-Missions contact
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