

## Job Description

Job Title: Administrative Assistant	Position Title: Receptionist and Building Caretaker
Reports to: Executive Assistant to the Clergy Assistant to the Bishop/Director of Connectional Ministries	Employment Status: Part-Time/Non-Exempt
Department: Clergy Assistant to the Bishop	Prepared by: Rev Ellen Zinert, HR Committee Chair

### Position Overview

Under the supervision of the Executive Assistant to the Clergy Assistant to the Bishop/Director of Connectional Ministries, the Building Manager/Receptionist

- Serves as the building receptionist
- Is the primary conference phone attendant
- Processes mail for the building
- Maintains the building reservation schedule
- Provides meeting hospitality
- Performs other related office duties as assigned by the EA to the A2B/DCM.

This position will be part time – more than 24 hours per week and less than 30 hours per week.

### Principal Duties and Responsibilities (Essential Functions\*\*)

- Receive, process, and respond to correspondence as needed, both hard copy and electronic.
- Answer telephone and personal inquiries, including from Conference and church leaders.
- Sort and deliver building mail.
- Responsible for building maintenance and office supply management. Receive requests for and respond to maintenance needs; communicate with vendors, maintenance and other contracted workers regarding scheduling and billing. Submit vouchers and track expenses and payments.
- Provide hospitality for meetings and events at the Conference Center. Work with staff members to arrange lunch and refreshments as needed, to set up room arrangements and clean up afterwards, this may include placing tables and chairs in the meeting room. This may include lifting items up to 30 pounds and moving furniture.
- Proficiently use the Brick River database system or other electronic systems.
- Provide Word/Excel document preparation and editing, as assigned.
- Collaborate with the Database Manager and Communications Department for telephone, database, and website related items.
- Other duties as assigned.

### Supervision Received

This position will report to the EA to the Clergy Assistant to the Bishop/Director of Connectional Ministries, who will provide direct supervision.

## Qualifications & Skills

### REQUIRED:

- High School diploma or the equivalent.
- Measurable, demonstrable competency and experience in the required job skill areas.
- Must be flexible and able to reorder priorities as necessary.
- Skills in database management and proficiency in all office equipment and procedures.
- Excellent organizational skills and attention to detail.
- Must maintain the strictest confidences.
- The ability to self-initiate tasks, develop new skills, maintain follow-through, and communicate clearly and efficiently.
- A collaborative working style with supervisor(s), peers, and others.
- Flexibility.
- Availability for minimal evening/night/weekend work.
- Basic understanding of the organization of The United Methodist Church.
- Minimum of 3 years of related experience.

### PREFERRED:

- Associate degree in Business Administration, Human Resources, Office Administration or Secretarial Studies.
- Proficient in Microsoft Office Suite (365)
- Experience in or with a United Methodist entity is highly desirable.

## Physical Requirements

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

While performing the duties of this Job, the employee is regularly required to sit. The employee is frequently required to talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

\*\* To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.