



TEXAS BAPTISTS®

BAPTIST GENERAL CONVENTION OF TEXAS

OPEN POSITION POSTING

Opening Date: November 7, 2018

Closing Date: Until Filled

Position Title: Receptionist/Administrative Assistant

Department/Division: Information Technology

Job Type: Regular Full-Time, Non-Exempt

Location: 7557 Rambler Road, Suite 1200, Dallas, TX 75231

BASIC FUNCTION: Responsible for greeting and supporting visitors and guests to BGCT, maintaining flow of office activities by answering phone, receiving and relaying messages, and supervising public areas. This position will also provide administrative support to the Director of Information Technology.

Position description/objective: *NOTE: Some descriptions may have more specific duties and/or goals and objectives attached to this form. Such attachments normally reflect unique aspects of specific locations, shifts, departments, etc.*

- *1. Greet all visitors to the BGCT office, determine their business, notify the appropriate staff and ensure that they complete the visitor registration.
- *2. Notify the individual or team that visitors and/or guests are seeking that the individual is in the building so that BGCT employee or representative may greet the visitor or guest in the lobby. Assist visitors or guests by escorting or directing them to the appropriate person or area as required.
- *3. Answer phones, transfer calls, take and relay messages to staff as appropriate.
- *4. Accept and route deliveries (UPS, FedEx, etc.) and in-kind gifts, post receipt of deliveries and gifts.
- *5. Answer questions about program services or direct person to appropriate center or team.
- *6. Maintain the receptionist desk to include but not limited to ensuring all security equipment is working properly, the area has adequate supplies, and the area is kept free of clutter.
- *7. Prepare reports, letters, memos and other correspondence as requested.
- *8. Maintain a safe work environment within assigned area.

Receptionist/Administrative Assistant

- *9. Maintain compliance with all BGCT policies and procedures. Maintain compliance with all federal and state laws. Maintain compliance with all agency regulatory guidelines and requirements
- *10. Process mail and other correspondence as required and distribute to appropriate staff accurately and timely.
- *11. Prepare and proofread letters, memos, spreadsheets and other correspondence accurately and timely as required.
- *12. Review and process invoices for payment, prepare check requests, scan and log the invoice as required.
- *13. Process all assigned month end department charge back reports timely and accurately.
- *14. Create general ledger journal entries and miscellaneous cash receipts as needed.
- *15. Participate in answering calls to BGCT toll free and main numbers, routing calls as procedures dictate.
- *16. Perform other duties as required.

*Task which is considered to be an essential and primary function of the job.

Required skills and experience: *NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.*

1. Ability to establish and maintain effective working relationships with the public, co-workers, Board members, employees and stakeholder representatives. Interpersonal skills and the ability to communicate effectively orally and in writing are required.
2. Requires understanding and ability to use basic arithmetic and grammar with accuracy, that is equivalent to knowledge normally acquired through four years of high school (or G.E.D.) plus vocational training. Ability to understand and carry out detailed oral and written instructions.
3. Requires active membership in a BGCT supportive church.
4. Requires proficient ability to speak, read and write English – Spanish also preferred.
5. Proficient working knowledge and ability to use various office software including, but not limited to, Microsoft Word, Microsoft Excel, Google email and Apps, and internet skills.
6. Ability to use personal computers and various word processing software; other office machinery used includes telephone, copy machine, fax machine and calculator. Aptitude for using these machines required.
7. Ability to use up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a small amount of force continuously to move objects, including people. Work can be done sitting most of the time. Walking and standing are required only occasionally.
8. Requires ability to walk, stand and sit, sometimes for prolonged periods of time.
9. Typing, seeing, talking and hearing over 75% of shift.
10. Requires ability to speak clearly and make self-understood in face to face interactions; to articulate with accuracy on the telephone.
11. Requires ability to hear and receive verbal instructions, answer phones, and proficiently communicate in situations with some background noise.
12. Work deals mostly with areas such as preparing and reading data and figures, correspondence, visual inspection involving small details. Visual work is primarily close to observer. Depth perception and

field of vision (peripheral) are not as critical as the ability to distinguish small details and markings very near to the observer.

13. Maintain professional, neat appearance personally and in work spaces.
14. Ability to work under close supervision.
15. Ability to work with frequent interruptions; maintaining flexibility and dealing with change, ability to take initiative.
16. Requires attention to detail and maintaining a routine; organizational skills required.
17. Willingness to take CPR, first aid and restraint training.
18. Commitment to Christian principles and teachings both professionally and personally.
19. Sufficient good health to properly discharge duties. Employees shall not be permitted to work who have infectious disease or skin lesion, for the duration of the communicability.

CONTACT: **Human Resources**
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Texas Baptists is an Equal Opportunity Employer.