

## Job Description

**Position Title:** Receptionist (Half-time)

**Organization:** North Pacific Union Conference

**Employment Type:** Part-Time Non-Exempt

**Compensation and Benefits:** \$20.54 to \$26.79 Per Hour depending on qualification and experience. May include retirement and paid time off.

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### Position Summary

The Receptionist represents the North Pacific Union Conference to visitors and guests of the complex. The individual pleasantly assists those who call or come to the North Pacific Union office for help and fulfills the duties listed below as well as other duties that may be assigned. The position is limited to 20 hours per week.

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### Key Responsibilities

- Opens and closes the lobby desk/sitting areas each morning and evening
- Answers the telephone and assists callers however possible
- Receives visitors to the North Pacific Union office: greeting them, answering questions, and informing the proper employee or department of their arrival
- Sorts and distributes mail; assists with shipments
- Maintains adequate quantities of handouts and supplies
- Maintains computer and print records (**Switchboard Guide**) of resources to assist visitors, such as employee locations, information about departments and their services
- Assists various departments with projects as needed
- Refers security matters to Office Manager
- Other duties as assigned

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### Qualifications

The individual must be a Seventh-day Adventist member in regular standing and have experience as an administrative assistant. The individual must speak and write English well, be able to operate a copy machine, computer, telephone, and fax machine, and possess skills in word processing and record keeping using Microsoft Word and other Microsoft software, such as Excel, PowerPoint, Outlook, and Access.

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### Work Schedule

- **Hours:** 9.5 hours per day - 7:30 am to 5:30 pm
- **Days:** 2 days per week (schedule to be determined with supervisor)
- Flexibility may be required for special events or projects.

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### Additional Information

- Reports to: Executive Secretary, Office Manager (or designated supervisor)
  - Location: North Pacific Union Conference headquarters
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