

Job Description



JOB

- Douglasville Receptionist / Admin. Support
- Direct Report to Douglasville Location Coordinator
- Full Time

MUST DO (*"If all else fails, this is what you are being evaluated by."*)

- Provide an excellent experience for those who call or visit the Douglasville location while supporting the administrative needs of the Douglasville team.

RESPONSIBILITIES

- Create a welcoming and excellent atmosphere for everyone entering or calling Chapelhill. *Serve at the highest possible level.*
- Answer, filter, and direct all calls.
- Maintain knowledge of Team Members' whereabouts.
- Receive, sort, and notify team members of deliveries.
- Own the copy room: office supply inventory and ordering, copier maintenance and monthly copy reports.
- Perform all Douglasville location volunteer background checks.
- Stock location totes and ensure they are ready for pick up
- Planning Center data entry.
- Communicate to event attendees and assist in preparing for church events (i.e. Growth Track, Water Baptism, etc.)
- Support Team Members with miscellaneous administrative needs.

REQUIREMENTS

- Strong leadership and communication skills
- Proficient with Planning Center Online