

**Miracle Hill Ministries
Job Posting**

Date: April 25, 2017

Job Posting: PT Relief Administrative Receptionist (11am-2pm)

Location: Administrative Office, Greenville, SC

FLSA: Hourly/ Nonexempt

Reports to: Vice President, Collaborations and Engagement

Date Job Available: Immediately

Job Posting # 0100-3

Basic Job Description:

Summary/Purpose of Position

The Administrative Receptionist is to act as the first point of contact for visitors and callers, providing a positive first impression of Miracle Hill Ministries. He /she is to connect visitors and callers to the appropriate staff, program or information and to undertake a range of other administrative tasks as identified by the VP of Collaborations & Engagement.

Essential Duties and Responsibilities

Reception

- Greet and welcome visitors to the Offices during shift, ensuring an understanding of their need, providing them necessary information and informing relevant staff member of their arrival.
- Monitor and ensure that the reception area is kept tidy and projects a business-like image.
- Keep record of staff leaders leaving the building and approximate time of return.
- In the event of an emergency, inform staff, help staff leave building and take any records indicating staff whereabouts.
- Check and sign for deliveries, before informing the relevant staff member of their arrival. Ensure security of all deliveries and valuables.
- Remain in work area as much as possible for maximum efficiency
- Have a willingness to share the good news of Jesus Christ, give a personal testimony and pray with/for those sent by the ministry.

Building

- Upon arrival, ensure understanding of anything that might be happening, such as training, special events, etc.
- Collect information about staff members who may be away and their expected return.
- Ensure that donated items are clearly marked for their destination and not kept around front desk area, but are secured in an appropriate area of the building until they can be picked-up or delivered.

Telephone System

- Operate MHM switchboard from 11:00 am – 2:00 pm; receiving and transferring telephone calls, announcing calls, taking brief messages and passing them on or connecting callers to staff members' or facilities' direct line.
- Ensure all voicemail messages to main office number are taken and direct to staff members. Maintain and ensure that the answer message is appropriate.
- Report telephone equipment and line faults to the IT department.
- Review and update on a regular basis the staff contact and telephone extension lists.

Administrative Tasks

- Post and process internal and external mail daily as needed.
- Keep track of office supply needs / requests so that supply orders can be placed.
- Other duties as assigned.

Supervisory Responsibilities

None

Skills and Abilities

- Practices strong verbal communication skills and telephone manner and utilizes tact.
- Utilizes professional demeanor with sound organizational and interpersonal skills.
- Familiarity with the use of office equipment (i.e.: photocopier, fax, etc.).
- Uses discretion and maintains MHM's privacy and guest confidentiality.
- Highly organized, accurate and neat in all aspects of job.
- Relies on instructions and pre-established guidelines to perform the functions of the job; however, must also be able to work independently with minimal supervision.
- Proficient with Microsoft Office programs (Word, Excel, PowerPoint & Outlook)
- Customer-service oriented
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills

Education and/or Experience

- Previous experience working in an office environment preferred.
- Previous experience of switchboard operation preferred.
- High school diploma or GED and two (2) years' experience in general office or customer-service environment, or; pursuing or completed higher education degree.

Certificates, Licenses, Registration

Valid Driver's License with a clear record

Religious

- Be follower of the Lord Jesus Christ expressed through a personal profession of faith and Christian conduct.
- Agree without reservation with the Doctrinal Statement of the ministry.
- Since the church is God's vehicle of spiritual accountability, it is important that employees be an active participant in and in good standing with a local Protestant Church. They must comply with the requirement of their church, in areas of conduct not addressed by Miracle Hill's expected practices
- Have a passion for evangelism and the spiritual welfare of all served by the ministry to include: clients, volunteers, customers, contributors, and staff.
- Demonstrate spiritual maturity commensurate with the requirements of your position.
- Christian conduct encompasses the biblical principles of humility, integrity and compassion to guide us to act professionally and ethically at all time. Miracle Hill Ministries understands that we have all fallen short in our past but the employees are expected to practice Christian conduct at Miracle Hill including:
 - Abstain from the use of illegal drugs or the inappropriate use of medication.
 - Abstain from activities or addictions that have a detrimental effect on clients or the reputation of the ministry. According to the teachings of Romans 14:13-23, we are to keep from becoming a stumbling block to those within the ministry who make be apt to addiction. It is important to exercise biblical discretion by restricting your freedom in public to include: use of addictive substances such as alcohol or tobacco, choice of literature, and the choice of entertainment. It is important to demonstrate sound judgment that is based on biblical principles that displays evidence of spiritual growth and maturity. (Titus 2:11-12).
 - Relationships, particularly with the opposite sex, are above reproach.
 - Live free of sexual sin (to include pornographic materials, homosexual conduct, and extra-marital relationships).
 - Respect the sanctity of life from conception until death in God's timing.

**If interested in the above position, please fill out the online employment application at

www.miraclehill.org**