

## **Employment Opportunity:** Saanich Baptist Church Summer Receptionist

### **Description:**

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Has God touched your heart with a desire to work at Saanich Baptist Church? We are looking for a receptionist during June, July and August who has strong communication skills, experience with MS Office Suite, plus database, design software, and electronic file maintenance proficiency.

### **Responsibilities:**

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- Greet visitors in person, and virtually
- Answer the telephone and email enquiries
- Provide administrative support services
- Prepare correspondence, reports, collate documents and handouts
- Make telephone calls
- Prepare weekly bulletin and insert sleeves as required

### **Skills Needed:**

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- Strong communication skills - verbal and written
- Ability to plan, organize and prioritise workloads
- Good time management skills
- Keyboarding skills
- Ability to take direction and follow instructions
- Familiarity with filing systems and attention to detail
- Ability to categorize and organize
- Familiarity with office equipment
- Ability to take direction and follow instructions
- Ability to work in a team environment

Applicants should be willing to adhere to SBC's policies, and to sign the Statement of Faith. Please respond with your resume, either by email to [office@saanichbaptist.org](mailto:office@saanichbaptist.org) or in person at the address noted, during office hours.

This posting will remain open until the position is filled. We would like to thank all applicants, however only those who qualify for an interview will be contacted.