**JOB OPENING – Reception/Administrative Assistant**

**POSITION SUMMARY**

As the Receptionist, you will be the be an ambassador for Bramalea Baptist Church, creating first impressions to all who seek to connect with the church whether by e-mail, telephone or in person. It will be your foremost responsibility to ensure that all visitors, guests, and church family are greeted cheerfully and compassionately, receiving the assistance they require in a timely manner. In addition to your role as receptionist, you will also provide administrative support to our Care Ministries Pastor and our Facility Manager.

**REPORTING STRUCTURE**

* Reports to the Executive Pastor
* Works closely with Care Ministries Pastor, Facility Manager, additional Administrative Team members

**RESPONSIBILITES**

*Please see job description below.*

**SKILLS AND ABILITIES**

* Ability to build positive relationships with high level of interpersonal skills
* Interacts easily with people in a positive and courteous manner
* Strong written and verbal communication skills
* Ability to prioritize tasks according to importance
* Multi-tasking capability without compromising on quality
* Must be proficient in handling office equipment including multiple lined

telephones, printers, photocopy machines, etc.

* Sound knowledge of Microsoft Office Applications, specifically MS Word and Excel.
* Must be able to maintain a high level of confidentiality

**EDUCATION AND EXPERIENCE**

* High School Diploma, post secondary education in Office Administration would be an asset but is not required
* Minimum two years experience in a similar role in an office or church setting

**HOW TO APPLY FOR THE POSITION**

Please send a brief cover letter indicating why you feel you are suited to the position, along with your current resumé to our Executive Pastor at [ptimney@bramalea.org](mailto:ptimney@bramalea.org).

While we appreciate your interest in the position, only those candidates who are selected for an interview will be contacted.