

<b>Job Title:</b>	Administrative Assistant – Reception	<b>Job Category:</b>	Administration
<b>Department/Group:</b>	Administration	<b>Supervisor</b>	Office Manager
<b>Location:</b>	Prince of Wales Campus	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	TBD	<b>Position Type:</b>	Full time although workshare arrangement will be considered
<b>HR Contact:</b>	Sue Reissner sreissner@metbiblechurch.ca	<b>Date Posted:</b>	March 5, 2019
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	April 30, 2019
<b>Applications Accepted By:</b>			
EMAIL: employment@metbiblechurch.ca			
<b>Position Summary</b>			
<p>The Administrative Assistant – Reception position is a vital link between our church ministry and the congregation. This person serves as a gateway for all weekday activity and is usually the one most responsible for creating a positive and inviting impression of the church and its ministry. Additionally, this individual represents an important administrative resource for the where the first level of general information about our church, its ministries, staff and other useful resources is disseminated.</p>			
<b>Reporting Relationship</b>			
Reports to the Office Manager.			
<b>Experience and education</b>			
<p>The incumbent will have at least 2 years' experience in office administration or as a para-professional. Significant expertise in Microsoft Office suite required, working knowledge of updating client databases, while familiarity with Adobe Acrobat and Illustrator is an asset.</p>			
<b>Consequences of error / judgment</b>			
<p>The Administrative Assistant – Reception is first contact and a key part of the successful functioning of this large ministry serving The MET community. The consequences of errors or inappropriate judgment would reduce the effectiveness of The MET ministry programs and could harm the relationship between The MET's congregants and senior leadership.</p>			
<b>Relational Style</b>			
<p>Respectful, compassionate, sensitive and empathetic as the receptionist is first contact and reflects The MET vision and values. The incumbent is approachable, co-operative and trustworthy discerning when information is confidential.</p>			
<b>Role and Responsibilities</b>			
<b>Reception Desk functions</b> including:			

- warmly welcoming and assisting visitors, guests and people-in-need who enter the church;
- acting as the communication liaison with the Facility Manager and Office Manager with regard to building maintenance, fire/security alerts, entry of vendors, contractors and deliveries;
- monitoring staff presence and availability; and,
- quickly evaluating how best to respond to and/or serve guests, then following through in a professional and Christ-like manner, enlisting the help of others, when necessary.

**Phone System / General Office Email functions** including:

- answering, screening and forwarding all incoming calls / emails for the staff received through the general church phone number / general email inbox;
- providing up-to-date general information pertaining to our ministries, services, membership, special events, and other church programs;
- Accessing and updating the database records for the congregation in the Planning Centre online tool; and,
- maintaining the staff directories.

**Ministry assistance functions** including:

- assisting the Facility Manager with reviewing room booking requests for ministry leaders utilizing the facility scheduling software;
- preparing signs for MET ministry and non-ministry Sunday and weekday events; and,
- receiving Church Membership Applications and scheduling of interviews for candidates with Board members, under the direction of the Office Manager;

**Administrative assistance functions** including:

- sorting and distributing incoming mail and carrier deliveries;
- providing assistance with proofreading, bulk mailings and other printing and photocopying of resources required by ministries and pastoral staff;
- assisting the Communications Team with reviewing and posting event notices on the lobby bulletin boards;
- maintaining and scheduling service visits for office machinery – copiers, postage machine & cutter;
- maintaining adequate stock of copy paper and office supplies;
- maintaining a supply of updated ministry brochures at the front desk and Lobby Resource Rack;
- assisting with production of weekly Prayer Focus and Sunday bulletins and occasional inserts;
- maintaining the archive of weekly bulletins;
- maintaining the lost and found closet; and,
- performing other duties as directed by the Office Manager.

**Other Expectations and Opportunities** including:

- being a member of The MET; becoming vitally involved and participating in the general life and ministry of the church and become increasingly familiar with members of the congregation;
- participating in regular staff gatherings and personal development activities; and,
- involvement in other ministry tasks and interests will be encouraged as time and job responsibilities allow.

**ADDITIONAL NOTES**

The position is full time (37.5 hours weekly), weekdays from 9:00 am to 5:00 pm; a work share arrangement between two candidates will be considered.

Please advise us of any accessibility-related accommodation in your cover letter (or email).			
Reviewed By:	Sue Reissner, Chris Shadbolt	Date:	
Approved By:	Chris Shadbolt	Date:	
Last Updated By:	Chris Shadbolt	Date/Time:	March 5, 2019