



Job Title	Administrative Assistant - Reception
Department	Administrative
Location	Prince of Wales Campus
Band/Salary Range	TBD
HR Contact	Caitie Clarke cclarke@metbiblechurch.ca
Will Train Applicant(s)	Yes
Supervisor	Office Manager
Travel Required	No
Position Type	Full time although workshare arrangement will be considered
Date Posted	
Posting Expires	
Send cover letter & resume to	employment@metbiblechurch.ca

Position Summary

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 activities 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 staff team, aiding them in a multitude of administrative tasks and responsibilities. They also will hold the first level of general information about our church, its ministries, staff and other useful resources is disseminated.

Reporting Relationship

Reports to the Office Manager.

Experience and education

Qualifications

- Minimum 2 years' experience in office administration or as a para-professional.
- Significant expertise in Microsoft Office suite required.
- Working knowledge of updating client databases.
- Adobe Acrobat and Illustrator is an asset.
- English Required, French is an asset.

Other

- Must be a member Metropolitan Bible Church or able to complete the membership process within six months of joining.



Relational Style

- Respectful, approachable, cooperative, and trustworthy—consistently reflecting The Met's vision and values.
- Demonstrated ability to build rapport with volunteers and lead teams with encouragement and clarity.
- Able to collaborate across multiple departments and balance competing priorities with grace.
- Skilled at managing and prioritizing multiple projects and deadlines effectively.
- Proactive in identifying challenges and navigating bottlenecks before they escalate.
- Exercises sound judgment and mediation skills in interpersonal and team dynamics.
- Self-motivated, with a proven ability to inspire and mobilize others toward shared goals.

Role and Responsibilities

Reception Desk functions include:

- Welcome and assist visitors, guests and people-in-need who enter the church
- Act as the communication liaison with the Facility Manager and Office Coordinator with regards to building maintenance, fire/security alerts, entry of vendors, contractors and deliveries.
- Monitor staff presence and availability, informing staff of visitors.

Phone System / General Office Email functions include:

- Answer, screen and forward all incoming calls / emails for the staff received through the general church phone number / general email inbox.
- Provide up-to-date general information pertaining to our ministries, services, membership, special events, and other church programs.
- Access and update the database records for the congregation in the Planning Centre online tool.
- Maintain the staff directories.

Ministry assistance functions include:

- Assist the Facility Manager with reviewing room booking requests for ministry leaders utilizing the facility scheduling software.
- Prepare signs for MET ministry and non-ministry Sunday and weekday events.
- Receive Church Membership Applications and scheduling of interviews for candidates with Board members, under the direction of the Office Coordinator.
- Assist and help with Met Care task along with funeral bulletin creation and benevolence tracking.
- Assist congregants in registering for various events.
- Assist in creating certificates, course booklets, etc. as required.



Administrative assistance functions including:

- Sort and distribute incoming mail and carrier deliveries.
- Provide assistance with proofreading, bulk mailings and other printing and photocopying of resources required by ministries and pastoral staff.
- Assist the Communications Team with reviewing and posting event notices on the lobby and main doors.
- Maintain and schedule service visits for office machinery – copiers, postage machine & cutter.
- Maintain an adequate stock of copy paper and office supplies.
- Place orders for ministry and pastoral staff as needed.
- Organize and create a weekly prayer bulletin.
- Assist and help with Met Care task along with funeral bulletin creation and benevolence tracking.
- Maintain the lost and found closet.
- Perform other duties as directed by the Office Coordinator.

Other Expectations and Opportunities include:

- 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.
- Participate 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.

Work Environment

- Fast-paced, highly collaborative, and purpose-driven.

Additional Notes

- The position is full time (37.5 hours weekly), weekdays from 8:30 am to 4:30 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).
- This job description is subject to change or revision at any time during employment. By accepting an offer of employment, the employee acknowledges and agrees to this condition.

DOCUMENTS AVAILABLE ON <https://www.metbiblechurch.ca/member-resources>

1. Metropolitan Bible Church Ministry Corporation Bylaw May 26, 2024
2. Metropolitan Bible Church Property Corporation Bylaw May 26, 2024
3. Personnel Manual (available upon acceptance)