**Department:** Business

# Reports To: Scott Kraske (CFO)

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**Date Created:** 3/2/2022

**Date Modified:** 10/18/2023

**Job Purpose/Summary**: The receptionist ensures that all staff, LinkCenter members, and guests are greeted with a warm welcome.

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| **% of**  **Time** | **Job Responsibilities** |
| 40 % | **Greet guests, staff, and LinkCenter ministries**   * Greet staff and LinkCenter ministries * Greet guests for LPA and LinkCenter ministries * Answer phones * Forward calls to appropriate staff * Accept deliveries |
| 40% | **Daily Tasks**   * Emails and Voicemails: forward to the designated staff member * Process receipts/letters: check for accuracy and prepare for mailing * Prepare EFT receipts/letters for mailing * Enter/update donor information into Raiser’s Edge and Excel * Maintain kitchens by handling daily cleanup duties * Update front desk documents with current information * Keep front office area clean and clutter free |
| 20% | **Assist other departments**   * Assist other departments with mailings and projects * Process Prayer Requests * Process Reaching Your World mailing * Volunteer coordination across departments |

**Education, Experience, and Skills**

* High School Diploma required
* Experience in a professional office environment as a receptionist
* Knowledge of Microsoft Office products (Outlook, Word, Excel)
* Comfortable working with database software

**Abilities/Qualities**

* Maintains a professional and friendly attitude
* Enjoys creating a warm welcome and providing a listening ear for everyone
* Committed to excellence
* Teachable and willing to learn/a team player
* Detail-oriented and conscientious

**Commitment to Mission**

* A Christian in agreement with LPA’s Statement of Faith
* Active member of local Christian church