

**Job Title- Receptionist**

**Employment Status- Full-time**

**Compensation Basis- Salary**

**Reports to- Jill Osborne, Church Operations Director**

**Staff Classification: Administration Support Staff**

**Job Description**

- Answer phones and be the first smiling face visitors and members see
- Manage all front office transactions
- Work as gate-keeper for all staff
- Monitoring Breeze forms for specific sign-ups
- Manage Endeavor University registration
- Birthday and Anniversary emails
- Make copies for pastors and volunteer leaders
- Manage Welcome Wagon postcard mailing
- Assist with church-wide bulk mailers
- Partners in Prayer registration and mailing
- Be knowledgeable of church events and activities
- Assist Pastors with administrative support as needed
- Knowledgeable of Staff schedules
- Assist with scheduling classes and events on the church master calendar
- Working knowledge of church database

**Minimum Qualifications:**

**Education** - High School diploma

**Faith**

- Personal relationship with Jesus Christ; clear salvation testimony
- A personal commitment to grow spiritually, obey God's Word and demonstrate His love. A passion for Christ and a call to Christian ministry.
- Church membership required; must commit to active membership at The Lakeway Church
- Must agree with The Lakeway Church's [Purpose and Mission](#), and [Statement of Faith](#)

**Character**

- Humble, teachable, accountable, and willing to grow
- Flexible, welcoming, friendly, and service-oriented

**Working Environment & Physical Requirements:**

Busy indoor office activity, sitting, standing, phone handling, interruptions, walking through buildings, taking calls remotely, handling mail, and post office run. Managing packages and some food handling.