

Diocese of Nashville

<https://dioceseofnashville.com/job/receptionist-sagrado-corazon/>

Receptionist – Sagrado Corazon

Description

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Iglesia Sagrado Corazon de Jesus seeks qualified candidates for a receptionist at their church located at 2800 McGavock Pike in Nashville. This is a full-time position that provides receptionist services such as telephone communications, mail, invoice processing and visitor control. This person maintains a professional and caring atmosphere in Sagrado Corazon Parish. This position is generally on duty Monday through Friday during the regular daytime business hours with the occasional evening or weekend assignments.

Requirements

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Using software applications, prepares correspondence, forms, labels, records, lists, etc. Ensures accuracy of grammar, punctuation, spelling, dates, names, titles, and addresses.
2. Processes departmental/church mailings; opens and distributes departmental mail.
3. Classifies, sorts, and files correspondence, articles, records, and other documents.
4. Reviews, responds, and directs emails for Sagrado Corazón /Hispanic Ministry.
5. Receives and sort mail or packages for Sagrado Corazón /Hispanic Ministry.
6. Assists church members with information regarding activities and sacraments.
7. Maintain and update Unity Hall calendar and schedule other diocesan facilities.
8. Prepares the weekly church bulletin and reviews with Director for approval prior to printing.
9. Orders supplies for church and offices. When supplies are received, direct them to the appropriate person. Personally, restocks supplies for church and office.
10. Makes maintenance requests as needed.
11. Regular work attendance.
12. Performs other duties as directed by the Supervisor.
13. Serves as the receptionist for Sagrado Corazón Parish by performing the following duties:
 - Greet and directs visitors, ensuring that guests receive quality customer service.
 - Answers and transfers calls. Responds to general questions.
 - Reviews messages left after hours and responds or directs as needed.

EDUCATION AND EXPERIENCE

- High School diploma or equivalent.
- Two years of secretarial experience with excellent secretarial and organizational skills.

Hiring organization

Sagrado Corazon

Job Location

Nashville, TN

Date posted

June 6, 2024

Valid through

07.07.2024

To apply, visit:

<https://recruiting.paylocity.com/recruiting/jobs/Apply/2491823/Roman-Catholic-Diocese-of-Nashville/Receptionist>

OTHER SKILLS AND REQUIREMENTS

- Spanish fluency is required.
- Good public relations skills.
- Ability to work cooperatively with other employees and the public.
- Ability to display discretion and integrity in the performance of duties.
- Understanding, respect, and support for Catholic Church teaching, mission, and values.