

Job Title: Part-Time Receptionist
Location: Rocky Mountain Conference of Seventh-day Adventists
Reports to: VP of Finance / Director of Human Resources
Hours: Monday through Thursday, 9:00 am to 4:30 pm
Hourly Rate of Pay: \$22.59 to \$30.66 per hour

Job Summary: The Rocky Mountain Conference of Seventh-day Adventists is seeking a professional and friendly part-time receptionist to join our team. The ideal candidate will be the first point of contact for visitors and callers, providing excellent customer service and efficient office support.

Key Responsibilities:

- Greet and assist visitors in a warm and professional manner.
- Answer and route phone calls to the appropriate departments.
- Sort and distribute incoming mail.
- Order and maintain office supplies for all departments.
- Receive and record incoming checks.
- Provide administrative assistance to various departments as needed and assigned by the supervisor.

Qualifications:

- Must be a member in good standing of an SDA church within the Rocky Mountain Conference.
- Bi-lingual (Spanish and English) preferred.
- High school diploma or equivalent.
- Previous receptionist or office support experience preferred.
- Strong verbal and written communication skills.
- Proficient in Microsoft Office Suite (Word, Excel, etc).
- Excellent organizational and multitasking abilities.
- Friendly, professional demeanor with strong interpersonal skills.

How to Apply:

Interested candidates should submit an application, resume and a cover letter outlining their qualifications and interest in the position by clicking on the link below:

[RMC Application for Employment](#)

Deadline to Submit Application: August 15, 2024

Contact Information:

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