**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
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| 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
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| 20% | **Assist other departments*** Assist other departments with mailings and projects
* Process Prayer Requests
* Process Reaching Your World mailing
* Volunteer coordination across departments
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**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