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| CATHOLIC PASTORAL CENTRE | **ROMAN CATHOLIC DIOCESE OF CALGARY** | Bishop Coat (3) |
| POSITION DESCRIPTION  **RECEPTIONIST & ADMINISTRATIVE ASSISTANT, BUSINESS OFFICE** | | |
| **REPORTS TO** | | |
| Executive Director – Finance & Administration | | |
| **OVERVIEW** | | |
| The Receptionist, CPC is responsible for a wide variety of clerical and administrative office duties in support of the Catholic Pastoral Centre offices and administration. Receptionist duties include, but are not limited to greeting and screening visitors, answering and referring inbound telephone calls and emails to the appropriate office/personnel, handling incoming and outgoing courier services, processing the outgoing mail by post and parish mail out, booking meeting rooms and maintaining the visitor parking register.  The Administrative Assistant, Business Office provides more complex functions and services in support of the Business Office. Administrative duties include, but are not limited to, creating and maintaining an online presence of the Business Office on the Diocesan Website, drafting routine and sensitive correspondence sent by the senior management team, filing and retrieval of files (paper and digital) and providing routine support to the Accounting Office. | | |
| **RESPONSIBILITIES** | | |
| **Specific Services:**   * + - * Respond to telephone, e-mail, and in-person inquiries from visitors. * Refer all inquiries to the appropriate individuals or offices of the Catholic Pastoral Centre. * Transfer telephone calls, e-mails or written messages to staff members. * Type forms, letters, reports, and memos as required by the Business Office. * Receive and distribute all forms of paper correspondence. * Organize, maintain, and coordinate office records and files in their proper locations. * Where necessary, assist in compiling data for various reports. * Administrative duties for the Business Office, as required. * Coordinate the logistical aspects of departmental programs, such as meetings, seminars, workshops, special projects, and events. * Arrange and book meetings in boardrooms, off-site conference halls, and other locations; ensure the appropriate presentation equipment is there and order food if requested. * As a front-line worker, present a positive and professional image of the organization to all visitors, suppliers, inquiries, and other interactions. * Provide information to staff and clients about special activities. * Schedule appointments. * Order and maintain office supplies. * Ensure all forms and reports are completed, as needed. * Update website, particularly the mass finder section. * Ensure that the appropriate evacuation procedures are carried out in the event of an emergency. * Observe and report any security issues to the Building Manager. * Administer and manage inbound/outbound mail, including priority post, packages, courier services, and other correspondence. * Maintain the reception and other common areas in a tidy and presentable manner. * Accept and monitor inbound shipments as necessary. * Other duties are required | | |
| **QUALIFICATIONS** | | |
| * Minimum three year’s experience as a receptionist * Excellent communication skills both verbal and written * Strong attention to detail and organizational skills * Intermediate skills in using MS Office * Ability to multi-task effectively | | |
| **HOURS OF WORK** | | |
| 8:30 A.M. - 4:30 P.M. Monday – Friday | | |
| **KEY RELATIONSHIPS** | | |
| The clergy, parishioners, religious, couriers, visitors, volunteers, CPC staff, IT, media and suppliers, etc. | | |
| **STRENGTHENING OUR PARISH COMMUNITIES** | | |
| **TO APPLY:** The Diocese of Calgary fosters “Strengthening Our Parish Communities” a safe environment program. Screening includes a satisfactory Vulnerable Sector Police Information Check and Agreement to the Model Code of Conduct. See <http://www.calgarydiocese.ca/articles/employment-opportunities.html>  The application process includes:   * Fill out the application found in the link - <http://www.calgarydiocese.ca/articles/employment-opportunities.html> * Three (3) reference checks * Agreement to the Model Code of Conduct (see <http://www.calgarydiocese.ca/articles/employment-opportunities.html>)   E-mail to: [Careers@calgarydiocese.ca](mailto:Careers@calgarydiocese.ca)  Mail: Human Resources   120 17th Avenue SW  Calgary, AB, T2S 2T2  **Posting will remain open until a suitable candidate is found.**  We thank in advance all applicants for their interest. Only short-listed applicants will be contacted. | | |