

**Zion Lutheran Church, Buffalo MN 55313**  
**Office Administrator/Receptionist Job Description**

**Reports to:** Senior Pastor

**Work Hours:** Monday – Friday (Church business hours) and weekend hours may also be required depending on church programs and events.

**Position purpose:** Work collaboratively in a multi-staff environment with primary responsibilities in Master Scheduling, Office Management/Receptionist, Administrative Support for Church Year Planning and Preparations, and ability to Recruit and Provide Supervision of Office Volunteers.

**Job Responsibilities/Duties include, but not limited to:**

Office Administrator/Receptionist:

- Greet and assist visitors, both expected and unexpected, with warmth and importance while protecting staff time.
- Handle incoming and outgoing communications that includes mail, e-mail, deliveries, packages etc.
- Answer phones and direct calls promptly and efficiently.
- Maintain office supply inventory and notify machine tech. support when needed.
- Maintain a pleasant appearance of the general office area and narthex
- Lock and unlock doors as needed.

Administrative Support for Church Year Planning and Preparation:

Prepare copies for bulletin inserts/assembly

Provide miscellaneous administrative support for congregational mailings, special services, church committees and staff as needed.

Schedule and provide record keeping for Weddings, Funerals, and Baptisms including Baptism Bundle and Birth Rose.

Recruit and Provide Supervision of Office Volunteers:

- Provide and maintain office volunteer duty lists
- Recruit office volunteers for regular assistance and on an as needed basis in times of special projects and administrative overflow.

**Required Skills:**

- Positive relational skills; friendly, calm and professional serving as a positive representative for Zion both in person and on the phone.
- Demonstrated planning and organizational skills.
- Effective written and verbal communication skills.
- Self-starter, good at multi-tasking and prioritizing projects.
- Proficient computer software application skills, including spreadsheets and publishing software.
- Ability to multi-task while staying focused on assigned goals and objectives.
- Ability to recruit, appreciate and train office volunteers.
- Strong attention to detail to ensure accuracy.
- Ability to work Zion business office hours and some Sunday mornings at information desk.
- Willingness to seek new information, training and resources as needed.