



JOB DESCRIPTION

INFORMATION

Job Title:	<i>Morning Receptionist</i>	EEOC Job Classification	Administrative Support Work
		FLSA Classification	Non-Exempt
Department:	Staff Services - 5105	W/C Classification	8810
Reports To:	Office Manager	Reviewed	7/28/2022

SUMMARY

This position will advance the mission and vision of TMUS by providing general office support with a variety of clerical activities and related tasks. The receptionist will be responsible for answering incoming calls, directing calls to appropriate associates, mail distribution, flow of correspondence, requisition of supplies as well as additional clerical duties as arranged.

ESSENTIAL JOB FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Answer multiple lines in a professional and efficient manner and direct the caller to the appropriate associate or department.
- Transfer calls to voicemail when individuals are unavailable.
- Greet and direct constituents to the appropriate area, associate, or department.
- Receive, sort and forward incoming mail.
- Assist with ordering, receiving, stocking and distributing office supplies.
- Assist with photocopying, faxing, filing, scanning and collating as assigned.
- Performs other related duties as assigned.

QUALIFICATIONS

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMUS and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Excellent written and verbal communication skills
- Strong organizational and interpersonal skills
- Service oriented with strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Exercise confidentiality, good judgment and discernment.
- Must successfully pass a background investigation.

SUPERVISORY RESPONSIBILITY

- This position has no Supervisory Responsibility

EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent.
- At least one year experience in a clerical role.
- Proficient in Microsoft Office Suite or similar software

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to 40 pounds.
- No travel with overnight stay expected.

ADDITIONAL INFORMATION

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

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