



TMS RECEPTIONIST JOB DESCRIPTION



INFORMATION

Job Title:	<i>Part-time Receptionist</i>	Wkly. Hrs./Weeks:	24/week (8:00am-1:00pm) 52 weeks/year
		Pay Grade:	ADMIN2
Department:	Administration	Classification	Part-time
Reports To:	Director of Staff Development	Effective Date:	June 1, 2018

SUMMARY

Provides 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 DUTIES

- Must be able to answer multiple lines in a professional and efficient manner and direct the caller to the appropriate associate or department. Will transfer a caller to an associate's voice mail when unavailable.
- Greets and directs constituents to the appropriate area, associate, or department.
- Receives, sorts and forwards incoming mail.
- Assists in the ordering, receiving, stocking and distribution of office and staff supplies.
- Assists with other related clerical duties such as photocopying, faxing, filing, and collating as assigned.

COMPETENCIES

- Flexibility.
- Communication Proficiency.
- Collaboration Skills.
- Professional Personal Presentation.
- Customer Service Orientation.
- Attention to Detail.
- Reliability.
- Technical Capacity.

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.
- Must be able to get along with co-workers and the public.
- Education: High School diploma or its equivalency preferred.
- Experience: 1+ years in office environment is preferred.
- Have computer proficiency.
- Basic mathematics and accounting knowledge is necessary.
- Excellent oral and written command of the English language is required.
- Ability to compose, proofread and edit correspondence.
- Possess excellent organizational skills.
- Exercise confidentiality, good judgment and discernment.
- Service oriented and able to interface with many people is mandatory.
- Multitasked in an environment with regular distractions.
- Reading and comprehending correspondence is imperative.

WORKING CONDITIONS

- Working Environment: Mostly indoors in a typical office environment, comfortable with some distractions. Outdoors vary on date, time & location.
- Physical Demands: Must be able to lift, pull, push, grasp and bend while lifting up to 20lbs.
- Repetitive motions on a keyboard and looking at a computer monitor for an extended duration of time is required.

ADDITIONAL INFORMATION

Minimum Conditions for Beginning Employment:

Prior to beginning employment, in accordance with The Master's University & Seminary policy and/or under federal or state law, all employees must:

1. Sign and return an offer of "At Will" employment.
2. Present verification of their identity and authorization to work in the United States.

If, because of a disability, you need special services or facilities in order to apply or interview for this opening please contact the Human Resources department.

The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.

APPLICATION PROCESS

Completed application form from The Master's College. This can be obtained at www.masters.edu/jobs or by contacting

**The Master's University and Seminary
Human Resources Department
21726 Placerita Canyon Road • Santa Clarita, California • 91321-1200
(800) 568-6248 • (661) 362-2844 ♦ FAX (661) 362-2717**

Selection Process:

All applications will be reviewed by the Human Resources department. Selected candidates will be invited for a personal interview at The Master's Seminary. Any expense incurred in connection with these interviews will be the responsibility of the candidates.

Application Procedures:

All documents included in your application remain the sole property of The Master's University and will not be returned. Your file for this opening will not be considered unless all requested items are submitted and are complete.