

Bethany Bible Church
Position Description

TITLE: Front Desk Administrative Assistant

DATE: April 30, 2019

REVISED DATE: November 3, 2020

GENERAL DESCRIPTION:

Working In partnership with, and under the direction of, the Executive Assistant (EA), the Front Desk Administrative Assistant serves Bethany Bible Church (BBC) by providing support to the ministries of BBC, helping facilitate the efficient administrative operations of the organization.

AREAS OF RESPONSIBILITY:

- **Front Desk Administration**

The Front Desk Administrative Assistant is primarily responsible for directing phone calls, greeting visitors, and various administrative duties related to meeting the needs of the staff, congregation and community.

- **Staff Communication**

The Front Desk Administrative Assistant will communicate with office staff and the congregation regarding prayer requests, announcements, and general office updates as directed.

- **General Staff Support**

The Front Desk Administrative Assistant is expected to be capable of a wide range of general office administrative skills, and be willing to employ these skills for the betterment of the office staff, church congregation, and outside community.

MINIMUM QUALIFICATIONS

- Two years experience in an office environment or administrative support
- Computer skills with proficiency in Microsoft Office Suite (Outlook, Word and Excel) and Internet
- Detail oriented with strong organizational and time management skills
- Effective customer service, relational and communication skills, both written and verbal
- Possess the desire to aid staff in fulfilling their responsibilities and lighten their load whenever possible

CHARACTER QUALIFICATIONS:

The Front Desk Administrative Assistant will have exemplary Christian character including a vibrant, personal relationship with Jesus Christ and a proven record of integrity in her personal and family life, interpersonal relationships, and local church life.

ORGANIZATIONAL RELATIONSHIPS

The Front Desk Administrative Assistant shall carry out her duties and responsibilities within the bounds of the BBC Bylaws, policies, and under authority of and ultimate accountability to the Board of Elders. She is directly responsible to the Executive Administrative Assistant in all matters related to her job performance.