

# JOB POSTING



羅省第一華人浸信會  
FIRST CHINESE BAPTIST CHURCH  
LOS ANGELES

942 Yale Street, Los Angeles, CA 90012

Phone: 213.687.0814 | Fax: 213.375.3999 | Website: [www.fcbc.org](http://www.fcbc.org) | Email: [info@fcbc.org](mailto:info@fcbc.org)

## Receptionist

**Employment Status and Hours:** Non-exempt; Regular Full-Time

**Prepared Date:** May 5, 2021

**Reports to:** Church Administrator

**Typical Work Schedule:** 40 hours/week; Monday - Friday, 9:00 am to 6:00 pm; occasional Saturdays, 9:00 am to 3:00 pm

**Job Summary:** Effectively manage phone calls, incoming visitors, and mail. Provide general office support to ensure the efficiency and effectiveness of the church office

**Delegated Authority:** N/A

### DUTIES AND RESPONSIBILITIES:

1. Answer telephone; screen and direct calls; take and relay messages
2. Greet persons entering church and direct them to correct destination
3. Respond to queries or requests coming through the front desk
4. Ensure knowledge of events/activities, staff and guest movements in the building
5. Receive, sort, and distribute mail and packages on a daily basis
6. Assist with data entry into various church systems
7. Maintain files; sort, file and retrieve documents as necessary
8. Ensure common areas in office are equipped with required supplies
9. Maintain organization of reception area and copy room on a daily basis
10. Manage check-in/check-out of vehicles, equipment, and room keys
11. Provide general administrative and clerical support as needed

### WORKING RELATIONSHIPS:

As a member of the administrative staff, this position will have daily contact with the church office staff including pastoral, maintenance, administrative staff members and various committees, as well as frequent contact with lay workers. On many occasions, this position will have contact with third parties on behalf of the Church. In all instances, this staff member must maintain a professional and spiritual decorum in all contacts and communications (both written and oral) with all parties at all times.

### MINIMAL QUALIFICATIONS AND REQUIREMENTS:

**EDUCATION:** High school diploma or related experience.

#### KNOWLEDGE AND WORK EXPERIENCE:

1. Knowledge of clerical and administrative procedures
2. Knowledge of customer service principles and practices

**SKILLS AND REQUIREMENTS:**

1. Good verbal and written communication skills
2. Strong keyboard skills; typing in Chinese a plus
3. Flexible; works well with a wide variety of personalities
4. Highly organized; great attention to detail
5. Dependable and consistent attendance
6. Professional personal presentation
7. Ability to operate computer and standard office equipment
8. Proficient with Microsoft Office and internet/email applications; ability to learn new software applications

**LANGUAGE SKILLS:**

Good verbal and written English required; ability to converse in Cantonese and/or Mandarin preferred; written Chinese (traditional) a plus.

Ability to translate, edit and/or proofread various documents and forms in Chinese and English a plus.

**CERTIFICATIONS OR LICENSES:** N/A

**WORK CONDITIONS AND PHYSICAL REQUIREMENTS:**

Sedentary work, with occasional lifting, carrying, pushing and pulling of objects weighing up to twenty pounds. Talking, hearing, seeing and keyboarding is required with occasional stooping, crouching and reaching. Position requires approximately 90% sitting and 10% walking or standing.

**ACCOUNTABILITY**

- Acknowledges and agrees to abide by FCBCLA's Constitution and By-laws and Statement of Faith
- Dependable and consistent work attendance

**CANDIDATE PROFILE:**

1. Born again Christian, worships regularly, maintains a consistent spiritual life and disciplines
2. Able to maintain strict confidentiality
3. Respectful towards authority and subordinates
4. Culturally sensitive and aware
5. Demonstrates sound work ethic and a "customer service" orientation

***Salary is commensurate with experience.***

***This job description is intended to convey information essential to understanding the scope of this position and not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position. This job description is subject to change by the church as the needs of the church and requirements of the job change.***

**PLEASE SUBMIT RESUME to [klew@fcbc.org](mailto:klew@fcbc.org)**