

Receptionist – Myaree Campus
Casual 1 day – Monday (7.6 hours per week)

About us

Nations Church is a vibrant, multicultural, multigenerational church with locations around the world. We are an intentional, faith-filled community who believe in reaching out to others with God's love so they may come into a personal relationship with Jesus Christ.

Nations Church strives to be a great place to work for its employees, operating by biblical principles and encouraging excellent performance. Employees are recruited to both pastoral and administrative positions based on their skills, qualifications, experience and spiritual giftings.

The position

We are looking for a professional and motivated Receptionist to join our Administration team at Nations Church Myaree. This role forms an integral part of our team providing excellent customer service to visitors and attendance to general reception duties for the campus and wider Nations Church.

This role is responsible for:

- Greeting all visitors in a timely and professional manner
- Responding to all incoming calls, emails, and queries promptly
- Coordinating all bookings and associated facility requirements
- Performing inter-departmental administrative requests and tasks as required
- Maintaining stationery and office supplies
- Daily processing of mail and receipt of deliveries
- In-house printing as requested by departments
- Accurate and efficient management of information and records
- Weekly cleaning of kitchen facilities and associated tasks

What are we looking for?

MUST-HAVES

The successful candidate will have sound computer skills with a willingness to learn new software packages. They will have impeccable attention to detail with excellent verbal and written communication skills. They will possess the ability to work both independently and as part of a team, with high relational strengths.

Have a strong desire to see the Nations Church's Mandate outworked - that the Lost be Found, Disciples Made and that Nations be Reached.

NICE-TO-HAVES

Ideally, the successful candidate will have previous experience as a receptionist or in a similar administrative position within a church environment

Application

To be considered further, please submit the following as part of your written application to HR@nationschurch.com by Tuesday 31st May 2022.

- A **cover letter** (of no more than 2 pages) describing why you would be a good fit for our team and this role.
- A detailed **resume** including the names of 2 referees both professional and personal.