

Evening/Weekend Receptionist

Facilities Office

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

Our Mission is to provide quality service in an efficient and professional manner to ensure building safety and comfort.

POSITION SUMMARY: Welcome and assist all visitors and handle all incoming calls; this position is for Evening and Weekends ONLY. Hours will vary.

Examples of Essential Job Functions:

1. Welcome people to Pastoral Center.
2. Handle all incoming calls & internal calls to switchboard
3. Comply with all applicable organization, department and office policies and procedures.
4. Comply with all applicable security and safety policies and procedures.
5. Post daily activities on PowerPoint.
6. Accepts mail incoming & outgoing.
7. Monitor Security Cameras
8. Other duties as assigned

Qualification Guidelines:

1. High School Diploma or GED.
2. Customer Service.
3. Communication Skills.
4. Bilingual.
5. Effective ability to operate the phones, including dialing, listening, answering questions, directing calls, taking messages, etc.
6. Effective interpersonal communication skills.
7. Effective ability to operate a PC including the following programs: Microsoft Office.
8. Ability to work in a pro-active environment.
9. Effective detail and organization skills.
10. Knowledge of Catholic Social Teachings
11. Ability to maintain calmness and professionalism in irrational situation(s).
12. Will be working evenings and weekends ONLY.

Physical Requirements:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting, lifting and carrying up to 20lbs., pushing, pulling, kneeling, crouching, crawling,

Interested candidates, please forward your resume to:

Attention: Sinia Bustamante

Diocese of San Bernardino

1201 E. Highland Avenue

San Bernardino, CA 92404

Email: employment@sbdiocese.org

Fax to: 909-475-5189

The Diocese of San Bernardino is an Equal Opportunity Employer.