

RECEPTIONIST/GENERAL OFFICE CLERK

Office of Facility Services, Pastoral Center

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.

The Office of Facility Services provides service in an efficient and professional manner to ensure building safety and comfort. The Office of Facility Services is currently accepting resumes for a General Office Clerk.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Welcome people to Pastoral Center.
- Handle all external and internal calls to switchboard.
- Post daily activities on computer to project on TV display monitor.
- Accept incoming and outgoing mail.
- File all documents in a timely manner.
- Assist in processing room reservations accordingly to the request of each office.
- Assist in preparing and processing check requests.
- Serve as Front Desk Receptionist to accommodate breaks and lunch and as needed.
- Monitor security cameras.
- Schedule Air Conditioning System off on Furlough Fridays.
- Participate in the office functions as directed by the Facility Manager during normal working hours.
- Comply with all applicable Organization, Department and Office policies and procedures.
- Comply with all applicable security and safety policies and procedures.
- Assist Pastoral Center staff with hospitality items as needed.
- Assist with room set-up as needed; tables, chairs, coffee, water and soft drinks.
- Other duties as assigned.

QUALIFICATION GUIDELINES:

- High School Diploma or GED.
- Must be Bilingual in English/Spanish.
- Must have excellent customer service and communication skills.
- Must have effective ability to operate the phones, including dialing, listening, answering questions, directing calls, taking messages, etc.
- Must have effective interpersonal communication skills and ability to work in a multi-cultural and pro-active environment.
- Must have the ability to maintain calmness and professionalism in irrational situation(s).
- Must have effective computer skills in the following programs: MSWord, Excel, PowerPoint, and Outlook.
- Must be detailed oriented and have excellent organizational skills.
- Knowledge of Catholic Social Teachings desired.
- Must be flexible to work varied hours and days throughout the week from 1p.m. to 7p.m. including weekends as necessary.

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, pushing, pulling, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extremes.

Interested candidates, please forward your resume to:

Attention: Maria Harkin, Diocese of San Bernardino, 1201 E. Highland Avenue, San Bernardino, CA 92404

Email: employment@sbdioocese.org or fax to: 909-475-5189