



## **Position**

Receptionist

## **Overview of Position**

At Priests for Life, we believe that because the defense of life is the most important work on earth, it should be carried out with the highest professionalism and dedication. We are therefore always looking for men and women who want to combine their professional skills with the deep satisfaction of saving lives and advancing the Culture of Life.

Priests for Life is looking for an individual to work in our Reception Department. In this position you will be the voice and face of Priests for Life to the public who visit our office or call on the phone. We are looking for someone with a lot of people skills and at the same time, an attentiveness to detail with the ability to discern the proper level of importance of various communications that come to the central office.

Candidates should have a pleasant phone manner and exceptional communication skills. This is a permanent, full-time, on-site position at our headquarters in Titusville, FL. No relocation assistance is offered.

## **Responsibilities**

This position requires you to answer phone calls and voice mails as well as interact with the public and staff. This is a fast paced environment and we need someone who will be highly motivated, a dedicated team player and bring a positive and energetic outlook to work each day.

## **Duties**

- Welcome visitors by greeting them in person or on the telephone
- Connect visitors and vendors with the appropriate staff
- Keep track of the whereabouts of staff and connect them with Administration when needed
- Check security monitors before letting guests in and update logbook
- Receive and properly handle/re-route:
  - a) Phone calls and voicemail messages
  - b) Emails from various company accounts

- c) Faxes
- d) Comments filled out in various online forms
- Send faxes, prepare letters and emails as directed
- Carry out certain data entry tasks, collating, typing, downloading or other administrative tasks as directed
- Assist in the preparation of various mailings as directed
- Maintain telecommunication system by following detailed procedure with respect to phone and PBX policies

### **Requirements**

High school diploma or equivalent

Related work experience may be substituted for some or all of the educational requirements

Excellent organizational, written and oral communication skills

Proficient in Windows 10 and Microsoft Office applications: Word, Excel, Outlook and Access

Highly reliable with the ability to maintain regular attendance and punctuality

Ability to juggle multiple tasks and meet critical deadlines in a fast-paced environment

Strong interpersonal skills and the aptitude to build relationships with your co-workers and volunteers

### **Compensation and Benefits**

Priests for Life offers a competitive salary and benefits which include Medical, Dental and Vision Insurance, 401(k) Program, Paid Time Off and Company Paid Holidays.

### **Disclaimer**

The purpose of the above job description is to provide potential candidates with a general overview of the role. It's not an all-inclusive list of the duties, responsibilities, skills, and qualifications required for the job. You may be asked to perform other duties by Management.

### **Application Process**

To be considered for this position with Priests for Life, please send the following to [jobs@priestsforlife.org](mailto:jobs@priestsforlife.org):

- Cover letter with contact information
- Resume
- Three references with contact information