



INTERNATIONAL CHRISTIAN CENTER

Job Title: Receptionist

Department: Support Staff

Reports to: Team Development Pastor

Status: Non-Exempt

Supervisory role: No

Last updated: 7/16/2025

International Christian Center wants to make a lasting difference in your life, in our community, and in the world. Our mission is to lead people to become fully devoted followers of Christ. That's how we're able to make a difference, and it's the driving force behind everything we do.

Job Summary:

The Receptionist serves visitors and guests at International Christian Center by greeting, welcoming and directing them appropriately. Provides general office support with a variety of clerical activities and related tasks.

Duties and Responsibilities:

- Answering and directing incoming phone calls and emails
- Greeting and assisting visitors, walk-ins and appointments
- Signing for, organizing, relocating and notifying staff on packages that arrive, per courier service
- Ensuring outgoing mail is in place for pick-up
- Purchasing USPS stamps
- Assisting staff when needed

Knowledge, Skills and Abilities:

- Minimum of one year of administrative or support role
- Proven track record of effective time management
- Ability to quickly learn and excel in the use of technology
- Experience in problem solving
- Ability to handle multiple projects effectively
- Excellent verbal and interpersonal skills
- Proficiency in Word and Excel

Working Conditions and Requirements:

This position receives general direction while working from established policies and objectives. This position plans and carries out assignments and will resolve most situations that arise. Completed work is generally monitored only to determine the effectiveness in meeting position/team objectives. This role works in a fast-paced environment with multiple interruptions. It is essential for this role to balance daily responsibilities while maintaining a high level of concentration and stress tolerance.

The physical activity of this job includes sitting, standing, and walking for an extended period. This role regularly communicates through talking and hearing and must be able to do so efficiently and effectively. Must be able to lift to 25 pounds regularly and 50 pounds on occasion.

At ICC, every staff member is a minister and is expected to fully engage in the ministry of the church. We consider ministry readiness, and an individual's capacity to represent ICC's beliefs as a minister, during the selection process for all staff positions. An essential function within every position held by a staff member of ICC is to uphold and represent ICC and our beliefs in all areas of personal and professional life.

Employee Name (Printed)

Employee Signature

Date

Supervisor Signature

Date