



Our Lady of Mercy Church, Baton Rouge, is looking for a [part-time Receptionist](#) to be responsible for greeting parishioners and visitors to our Parish Office Building. You will be in charge of giving parishioners directions to various parts of the church campus, contacting employees regarding visitors, answering phones and taking messages, and sorting and distributing mail.

To be successful in this role, you will need excellent written and verbal communication skills, as well as competency in Microsoft Office applications such as Word and Excel. Prior experience as a receptionist is also helpful.

Receptionist Core Responsibilities:

- Greet parishioners and visitors with a positive, helpful attitude.
- Assisting visitors in finding their way around the office.
- Announcing visitors as necessary.
- Helping maintain workplace security by issuing, checking and collecting badges as necessary and maintaining visitor logs.
- Assisting with a variety of administrative tasks including copying, faxing, taking notes and making travel plans.
- Preparing meeting and waiting rooms.
- Answering phones in a professional manner, and routing calls as necessary.
- Assisting colleagues with administrative tasks.
- Performing ad-hoc administrative duties.
- Sorting and distributing mail.
- Provide excellent customer service.
- Scheduling appointments.

Receptionist Requirements:

- Associate's or bachelor's degree in related field.
- Prior experience as a receptionist or in related field.
- Consistent, professional dress and manner.
- Excellent written and verbal communication skills.
- Competency in Microsoft applications including Word, Excel, and Outlook.
- Good time management skills.
- Experience with administrative and clerical procedures.
- Able to contribute positively as part of a team, helping out with various tasks as required.

Applicants: Please send letter of interest and resume to: Mr. Randy Arabie, Parish Director of Administration randy.arabie@olomchurch.com