



Puritan Reformed

THEOLOGICAL SEMINARY

Receptionist

Qualifications

- Professing Christian of Reformed persuasion.
- High school diploma or equivalent; additional education or relevant certification is a plus.
- Excellent verbal and written communication skills.
- Proficiency in using office equipment, including phones, photocopiers, and fax machines.
- Familiarity with office software, such as word processing, spreadsheet, and email programs.
- Strong organizational and multitasking abilities.
- Professional appearance and demeanor.
- Customer service-oriented mindset.
- Ability to handle stressful situations calmly and efficiently.

Key responsibilities include:

Greeting and Welcoming: Welcome visitors and guests with a friendly and hospitable demeanor, providing assistance and directions as needed.

Answering Phones: Manage incoming phone calls, routing them to the appropriate individuals or departments, taking messages, and providing information.

Front Desk Management: Maintain the reception area's cleanliness and organization, ensuring a tidy and professional appearance.

Visitor Registration: Register guests, issue visitor badges, and ensure security protocols are followed.

Communication Hub: Serve as a central point for communication within the organization, distributing mail and packages to the appropriate recipients.

Administrative Support for the Office of the Chancellor: Provide basic administrative support, such as photocopying, faxing, and data entry, to assist various departments as needed.

Multitasking: Efficiently manage multiple tasks and prioritize responsibilities, adapting to changing demands throughout the day.

Upkeep of Supplies: Monitor and order office supplies, ensuring adequate stock levels for front desk and common areas.

Applications with references can be sent by email to Mr. Chris Hanna, Director of Operations, at chris.hanna@prts.edu.

