

**SISTERS OF CHARITY OF NAZARETH
BARDSTOWN, KY
JOB OPENING**

Position: Office Assistant/Receptionist

Status: Part- Time/20 hours per week

Job Summary: This position will perform clerical tasks which include answering the telephone, greeting guests, picking up mail, assisting with technology and correspondence and keeping the office organized.

Essential Duties and Responsibilities:

- Provide clerical support to the SCN Center staff as needed which include typing memos, correspondence, directory updates and other documents as well as assist with mailings.
- Provide technical support by setting up telecommunication equipment for meetings and troubleshoot when necessary.
- Coordinate housekeeping needs through Microsoft Outlook with Housekeeping Department.
- Order supplies for the SCN Center and maintain the supply room.
- Schedule and maintain the use of the SCN Assembly Room, set up for meetings and ensure it is kept tidy.
- Ensure that the Reception area at the SCN Center presents a welcoming atmosphere.
- Operate a multi-line digital phone by directing incoming, outgoing and intra system calls and record messages if necessary.
- Buzz people into the building, greet guests, determine the nature of the visit and direct visitors and service providers to appropriate persons/destinations.
- Pick up and deliver mail on campus and to the P.O. at 9:30 and 11:30 a.m.
- Collect recycling and shredding from the offices.
- Check postage meter, request funds when needed and run the monthly report.
- Keep the outside front entrance to the building neat and free from debris.
- Create and send out Birthday Cards (staff), Sympathy Cards and Jubilarian Cards.
- Other duties may be assigned.

Education/Experience: High School diploma or GED and experience in Information Technology. Knowledge of Microsoft Office and Word required. Must be able to operate telecommunication equipment.

Position Type/Expected Hours of Work: This is a Part-Time position. Hours of work are Monday through Friday, 8:30 a.m. to 12:30 p.m., 20 hours per week

Deadline for Application:

May 6, 2019 3:00 p.m.

To apply, please contact Human Resources for a copy of the Internal Job Posting Form.