

Saint Luke's Presbyterian Church - Dunwoody, Georgia  
Job Description: Administrative Assistant / Receptionist

The Saint Luke's Administrative Assistant / Receptionist will provide a consistent welcoming presence at the church reception desk, support for visitors and phone calls, and administrative support as assigned by the office administrator. The Administrative Assistant/Receptionist will assume the following responsibilities, reporting to the Office Administrator:

- Provide a welcoming presence and hospitality to those who come to Saint Luke's
- Serve as the first stop church information resource, directing visitors to the right places
- Answer phones and direct calls
- Keep and maintain the church calendar
- Anticipate and arrange building setup needs as they arise, in collaboration with the Facilities Manager.
- Sort and distribute office mail
- Provide administrative support to the church office administrator (during low traffic hours), including making copies, preparing meeting materials, and other projects as assigned.

Job requirements include excellence in:

- Interpersonal skills, including ability to work collaboratively with diverse teams of people like staff and volunteers
- Communication skills, written and verbal
- Organization skills, being detail-oriented and efficient
- Adaptability to meet new challenges and opportunities as they arise during the week
- Office productivity tools, including Word, Excel, PowerPoint, email, and other software

Job preferences include:

- Experience in hospitality and reception
- Knowledge of typical church program activities and operations

Hours

- Full-time, Monday-Friday 8:30am-4:30pm

Compensation

- Negotiable, based on experience

Apply to: [jobs@slpres.org](mailto:jobs@slpres.org)