Sample Job Description\*

**RECEPTIONISTS/OFFICE ASSISTANT**

 *Principal Function*: Prepare documentation, use computer, and perform general office work under the supervision of the business administrator.

**Responsibilities**

1. Prepare documentation; use word-processing software.
2. Prepare general office work; maintain files and supplies; keep records and compile these into periodic reports.
3. Keyboard copy for reproduction.
4. Receive visitors; arrange appointments and keep calendar of appointments.
5. Receive and distribute incoming mail.
6. Answer the telephone.
7. Assist in mailing out the bulletin.
8. Perform other duties as assigned by the business administrator.

*\*Church Administration Handbook, Third Edition, Revised and Updated; Bruce P. Powers, Editor; Chapter 5, Personnel Administration, William G. Caldwell; B&H Academic, Nashville, TN, 2008.*