

Receptionist

Diocesan Pastoral Center

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

Our Mission is to provide quality service in an efficient and professional manner to ensure building safety and comfort.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Serves as Front Desk Receptionist in welcoming and providing support to staff, visitors and vendors.
- Handle all external and internal calls to main switchboard as well as forwarding calls to appropriate offices.
- Responsible for updating and posting daily activities for display on TV monitor.
- Monitors and opens gate for all delivery trucks as well as vendors as needed.
- Monitors security cameras at all times.
- Comply with all applicable Organization, Department and Office policies and procedures.
- Comply with all applicable security and safety policies and procedures.
- Participate in office functions as designated by supervisor during normal business hours.
- Accept and Login incoming and outgoing mail.
- Maintain front desk sign in sheets for Visitors, Employee After-Hours Log, as well as Vendor, Temp, Volunteer Log.
- Assess and Inform Facilities Office and Security Guards of emergency and dangerous situations that may arise.
- Other duties as assigned.

QUALIFICATION GUIDELINES:

- Must be Bilingual
- High School Diploma or GED
- Must have excellent customer service and communications skills.
- Must have the ability to maintain calmness and professionalism in irrational situation(s).
- Must be flexible to work varied hours (8am to 9:30pm) and days throughout the week including weekends as necessary.
- Must have ability and efficiency to operate phone including dialing, listening, answering questions, routing calls to proper offices, taking messages, etc.
- Must have effective Interpersonal Communication Skills.
- Must have knowledge and ability to operate Microsoft Office.
- Must have ability to interact professionally with all employees and people coming into the office.
- Must have the ability to work in a multi-cultural environment.
- Must be detailed oriented with excellent organization skills.
- Knowledge of Catholic Social Teachings Desired.

PHYSICAL REQUIREMENTS:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting, lifting and carrying up to 30lbs, pushing, pulling, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extremes.

Interested candidates, please forward your resume and salary requirements to:

**Diocese of San Bernardino
Attn. Sinia Bustamante
1201 E. Highland Avenue
San Bernardino, CA 92404
Email: employment@sbdiocese.org
Fax: 909-475-5189**

The Diocese of San Bernardino is an Equal Opportunity Employer