



**Diocese of Laredo
Job Announcement**

Posting Date: June 30, 2022

Application Deadline: Until Filled

Position: Receptionist	FLSA Classification: Non-Exempt
Minimum Requirements: Must have high school diploma or equivalency. Two years of receptionist work, customer service experience, computer knowledge and use of Microsoft Office Software. Ability to handle multi-phone line with high volume of calls and in-office visitors. Ability to handle multiple assignments, meet deadlines, and maintain an organized office.	
Start Date: Immediate	Location: Catholic Charities of Laredo
Position Status: Full-Time (40 hours)	Work Schedule: Mon-Fri., and as needed

Position Summary:

The Receptionist is responsible for providing assistance and support to the overall operation of Catholic Charities of Laredo Duties include: greeting visitors & directing them to appropriate staff and/or outside community resources handling multi-line telephone, data entry receiving & distributing all correspondence and maintaining accurate records for the office.

Essential Duties, Functions and Responsibilities: (complete job description available at the HR Office)

- Answer telephone and greet visitors in a prompt, professional and courteous manner
- Direct visitors and callers appropriately and timely
- Accept correspondence, sort and deliver mail as necessary
- Maintain the office presentable at all times
- Monitor any messages received and distribute accordingly and timely
- Check voicemail for messages and respond in a timely manner to requests
- Prepare administrative correspondence, reports, and notes
- Create spreadsheets and reports as requested
- Create informational materials as requested and ensure copies are easily accessible and available
- Assist staff in mailing and faxing materials as requested
- Maintain administrative files according to office procedures

Additional Knowledge, Skills, and Abilities, Certifications or Licenses:

- Maintain a valid Texas Driver License, evidence of state required vehicle insurance and reliable transportation
- Excellent customer service skills
- Ability to maintain a professional and positive attitude while performing the duties of the position

Resumes are Not Accepted. Employment Application is required for consideration.

For Employment Application, visit www.dioceseoflaredo.org

For additional information, please contact:

Office of Human Resources
Diocese of Laredo
1901 Corpus Christi St.
Laredo, Texas 78043
(956) 764-7867

Benefits include shared cost medical and dental, plus retirement and life insurance, upon completion of eligibility period. Paid vacation leave, personal days and sick leave, upon completion of eligibility period. Paid Holidays and Holy Days, as designated by employer. Unique opportunities to participate in staff spiritual retreats, Catholic Mass and prayer. Join a team of individuals dedicated to providing service in a faith-filled work environment that promotes faithfulness, respect, joy and unity. Apply today.

We are the Diocese of Laredo!

The diocese reserves the right to revise, rescind or extend this job announcement