



Diocese of Laredo
Job Announcement

Posting Date: May 18, 2023

Application Deadline: Until Filled

Position: Receptionist		FLSA Status: Non-Exempt
Minimum Requirements: <i>Must have high school diploma or equivalency. Two years of receptionist/secretarial experience, advanced knowledge of computers and strong command of Microsoft office. Ability to handle a multi-line telephone system. Must exhibit a professional, friendly and customer service-oriented disposition.</i>		
Start Date: Immediate	Location: Pastoral Center	Reports to: Chancellor
Position Status: Full-Time, 40 hours per week		Work Schedule: Mon-Fri., and as needed

Position Summary:

The essential duties include responsibility for managing the reception area, answering a multi-line phone system, greeting and assisting visitors. Maintain archival records and database management. All services must be professional and provided with attention to courteous customer service.

Essential Duties, Functions and Responsibilities:

- Must support and engage in the sacred purpose, vision, and core values of the diocese.
- Greet visitors, answer telephone calls, and take accurate and timely messages.
- Maintain calendar of activities in coordination with the Chancellor.
- Schedule and assist at meetings, conferences and special events as requested.
- Assist staff, clergy, religious, and the public with information.
- Maintain accurate records for archival purposes.
- Provide assistance and support within the Pastoral Center as needed and assigned.

Additional Requirements- Skills, Certifications, and Licenses

- Maintain a valid Texas Driver License, evidence of state required vehicle insurance and reliable transportation.
- Ability to communicate effectively, both in written form and orally in Spanish and English.
- Ability to operate business office equipment and perform multiple assignments.
- Ability to handle multiple assignments, meet deadlines, and maintain an organized office.
- Must maintain confidentiality of all information.
- Ability to handle high volume of calls and walk-ins.
- Knowledgeable in the use of Microsoft Office.
- Must learn the use of Parish Soft.

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) 727-2140

The diocese offers a retirement plan, medical, dental and life insurance, upon completion of waiting period. Full-time employment includes vacation leave, personal days, sick leave, holidays and holy days, in accordance with policy. Opportunities to participate in staff spiritual retreats, mass and prayer in the workplace. Join a team of dedicated, service-oriented employees who promote faithfulness, respect, joy and unity in a faith-filled environment.

We are the Diocese of Laredo!

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