

Living Word Christian Center
Corporate Office Receptionist /HR Assistant

Job Title: Corporate Office Receptionist/HR Assistant
Department: HR
Reports To: HR Director
FLSA Status: Non-Exempt

Job Summary:

Answers multi-line switchboard and transfers call to the appropriate person/department. Provides administrative support to the Director of Human Resources. This position will interface and work well with all staff, members, and internal and external customers.

Essential Duties and Responsibilities:

- Operates telephone console to receive incoming calls and directs them to the appropriate destination.
- Provides administrative support to both the Executive Office and the Director of Human Resources.
- Maintains supplies and monitors operation of corporate reception office machines and equipment.
- Perform and maintain filing, applicant tracking, and pre-employment process.
- Input employee benefits enrollment and termination
- Prepare monthly reports
- Additional responsibilities and projects as assigned

SKILLS & QUALIFICATIONS:

- Acute attention to details
- Professional demeanor, excellent communication skills (both verbal and written)
- Knowledge of proper phone etiquette
- Excellent customer service
- Proficient with Microsoft Office

EDUCATION AND/OR EXPERIENCE: Bachelor's degree in HR or Business preferred. Minimum 2 years experience in a professional environment.