

Job Description

Receptionist/Admin Assistant, HR & Risk Management

Reports to: Director, Human Resources
FLSA Status: Non-Exempt (hourly)
Hours: 28 (part-time)
Campus: Melbourne

This position covers daily lunch hour and other times as needed at the front desk while providing support to the Human Resources Department & Risk Management department.

Win, Disciple, Send: *For I am not ashamed of the gospel, because it is the power of God that brings salvation to everyone who believes...* Romans 1:16

Job Requirements

Receptionist:

- Culture – This is a critical component. As an employee, we expect you to conduct yourself in a manner that reinforces the core values and mission of Calvary Chapel
- Ensure that the receptionist area is in a neat and orderly condition
- Answer all telephone calls in a professional, friendly and timely manner
 - Assist all callers with information provided by the various ministries of the church
 - Discernment is needed to know when you should just transfer the call
 - Transfer calls to the requested staff person promptly
 - Encourage all staff to notify the receptionist of their whereabouts
- Greet all visitors in a professional and friendly manner, determining the reason for their visit, get the necessary staff person or if possible, assist them with their needs
- Handle incoming and outgoing mail as needed
- Relay knowledge of various ministries, weekly events and other scheduled events if needed
- Open the front reception area in a timely manner when it is your responsibility

Admin Assistant, HR & Risk Management:

- Effectively learn and use Shelby software, Time Clock and Ministry Platform software
- Process all new applications from Wufoo, Volunteer Dashboard and Ministry Platform (*Therefore, my beloved, be steadfast, immovable, always excelling in the work of the Lord, because you know that in the Lord your labor is not in vain* 1 Corinthians 15:58)
- Respond to verification of employment requests
- Assist with daily administrative tasks
- Maintain employee files, assuring compliance in record keeping and retention
 - Employee documents
 - Status change
 - Benefits
 - I-9s
 - Salary Redirection Agreements
 - Medical and Confidential
 - Coaches, IC and other folders
 - Other items as needed
- Code receipts from the HR and Communications Departments (*So if you have not been trustworthy in handling worldly wealth, who will trust you with true riches? Luke 16:11*)
- Filing and other Risk Management duties, as needed
- Prepare new hire packets prior to new hire meeting
- Prepare benefits packets
- Assist with benefit open enrollment period

- Other duties as assigned by supervisor

Required Skills:

- Excellent communication skills both verbal and written with the ability to deal with sensitive issues while exercising good judgment
- Good knowledge of proper grammar and punctuation
- Ability to multi-task with little supervision or direction
- Friendly, caring and willing to help others
- Good organizational skills
- Ability to be flexible and adapt to change
- Know and effectively use Microsoft Office Suite: Word, Excel, PowerPoint, Outlook

Other Qualifications:

- Calvary Chapel must be your home church and consider Pastor Mark your senior pastor
- Demonstrate a personal relationship with Jesus through spiritual and moral integrity (*If you declare with your mouth, "Jesus is Lord," and believe in your heart that God raised him from the dead, you will be saved. For it is with your heart that you believe and are justified, and it is with your mouth that you profess your faith and are saved. Romans 10:9-10*)
- Fruit of the Spirit is consistently displayed in your life (*But the fruit of the Spirit is love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law. Galatians 5:22-23*)
- Be a reflection of God's love to colleagues and visitors (*A new command I give you: Love one another. As I have loved you, so you must love one another. By this everyone will know that you are my disciples, if you love one another. John 13:34-35*)
- Participation in our church body for at least one year
- Mature, ongoing relationship with Christ and regularly attend church service
- Servant-heart and optimistic attitude (*Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves... Philippians 2:3*)
- A dependable team player who understands unity and works well with people (*Make every effort to keep the unity of the Spirit through the bond of peace. Ephesians 4:3*)
- Ability to set boundaries to limit non work-related communication
- Ability to stay within the parameters of the job description when on the clock
- Ability to maintain confidentiality of information

Mission Statement

WIN a person to Jesus Christ - New converts bring excitement and infuse freshness into a body. He said to them, "Go into all the world and preach the good news to all creation." Mark 16:15

DISCIPLE a person in Jesus Christ - Equipping believers gets them grounded in the Word. During this disciplining process, the person is being conformed to be like Jesus Christ. God has left all believers here on earth so that the Holy Spirit might indwell and empower them:

- To think like Jesus thought..... Mind of Christ
- To minister like Jesus did..... Works or Ministry of Christ
- To be like Jesus..... Character of Christ

"Therefore, go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you." Matthew 28:19-20

SEND a person for Jesus Christ - The world is in darkness and surviving without hope. Christians have been called to go and bring light and hope to these hurting people. We must have the compassion of Jesus.

"But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem and in all Judea and Samaria, and to the ends of the earth." Acts 1:8

CORE COMMITMENTS

If you have made a decision to follow Christ, then the 5 C's are your roadmap to an exciting walk with God! They are the key elements we find in Scripture that helped the disciples turn their world upside down! And for that reason, they're the heart and soul of who we are at CCM.

COMMIT

Be a growing follower of Christ. A committed Christ follower no longer leads his life; he chooses to follow God in full obedience to Him.

CELEBRATE

Live the fulfilling lifestyle. Here at CCM we celebrate our new life in Christ 24/7! He knows us by name, He forgives all our sins, He directs our steps, He gives us the power and desire to live for Him.

CONNECT

To others in personal vibrant relationships.

COMMUNICATE

Share the good news to everyone everywhere. Jesus said, "Go into all the world and preach the good news to all creation."

CONTRIBUTE

Your time, passion, talents and possessions. God's work on earth is accomplished by Christ followers who give what they have to bless others.