

EMPLOYMENT OPENING @ ST. THOMAS MORE PARISH

Thursday/Friday Receptionist

St. Thomas More Parish office is looking for a part time receptionist to work the front desk every Thursday and Friday, from 8:30 am to 4:30 pm. This individual must have exceptional customer service skills and be able to professionally and cheerfully greet parishioners and other visitors as soon as they arrive in the office. Answer phone calls in a timely manner with same level of exceptional customer service. A high level of confidentiality is a must. Light computer and miscellaneous clerical work included in this position.

Individuals interested must have a minimum of a high school education and at least two years of recent experience in receptionist work. A practicing and fully initiated Catholic is preferred but not mandatory. This position will be supervised by the Office Manager.

To apply send resumes to: theresa@stmirvine.org

DEADLINE TO SUBMIT: May 7, 2018