

OBLATE SERVICE CORPORATION

Oblate School of Theology

285 Oblate Drive San Antonio, TX 78216
Ph: (210) 341-1366 Web Site:www.ost.edu

JOB OPENING

The Oblate Service Corporation is seeking applicants for a **RECEPTIONIST** position at the Oblate School of Theology (OST). The Oblate School of Theology is a graduate and professional school that provides education in Catholic theology for the church's mission and ministry in the world. An avenue to bring together diverse cultures, OST educates for mission.

POSITION:

RECEPTIONIST

POSITION STATUS: Part-time, Non-Exempt

SUMMARY:

The Receptionist will be responsible for answering incoming calls, directing calls to appropriate staff, mail distribution, maintaining log of checks received, and providing additional clerical support. The Receptionist is the first point of contact for the organization, which requires a cheerful outlook and polished, professional appearance. This position will multitask a variety of front office activities. Welcome on-site guests, determine nature of business, and announces guest to appropriate personnel. Answers incoming telephone calls, determining purpose of callers, and forwarding calls to appropriate personnel or department. Takes and delivers messages or transfers calls to voicemail when appropriate personnel are unavailable. Schedules meeting spaces and facilities for specific areas. Assists administrative assistants with clerical duties to include faxing, copying, and organizing/maintaining files. Coordinates with vendors for on-site services (when applicable). Ensures main voicemail reflects office closings, special events as well as posting office/institutional signs regarding announcements. Answers questions about organization and provides callers with address, directions, and other requested information. Receives and forwards incoming faxes. Receives, sorts, and distributes mail. Supports administrative personnel on special projects, as assigned. Other duties as assigned.

WORK HOURS:

Monday through Friday -shifts available 8 am-1 pm & 1 pm to 5 pm

EDUCATION/SKILLS:

High School degree or equivalent, required. At least 2-3 years' experience as a receptionist in a clerical or administrative role required. Experience within the education industry preferred. Polished professional with outgoing attitude, be a collaborator and love to make guests feel at home. Excellent typing skills (word processing; 50-60 wpm), high level of proficiency with general office PC applications (i.e., MS Word and MS Excel) and comfort with learning new applications as required. Demonstrated excellent organizational, coordinating, and personal interface skills. Proven job diligence, dedication, and attention to detail. Commitment to work overtime on occasion. Comfort and experience interfacing with various levels of staff and management, while working in a fast-paced environment. Familiarity and working knowledge of general office machines (i.e., fax, copier, printers, etc.) required. Demonstrate excellent written and verbal communication skills, including the ability to successfully communicate with the public, other employees, and vendors. Bilingual skills-English and Spanish, preferred

JOB CLOSING DATE: Until Filled

Qualified candidates should Visit www.ost.edu to apply under the CAREER OPPORTUNITIES section.

Employee referrals are welcomed

Oblate Service Corporation and its affiliates are an Equal Opportunity Employer