

**DIOCESE OF LAFAYETTE
OFFICE OF HUMAN RESOURCES & BENEFITS
OFFICE OF SAFE ENVIRONMENT**

Job Description

Position Title: <i>Office Manager/Receptionist</i>	Immediate Supervisor: <i>Assistant Director of Human Resources</i>
Position Status: <i>Non-Exempt, Full-time Regular, Benefits Eligible</i>	(Regular) Work Schedule: <i>33.5 hours/week</i> <i>M-Th, 8:30 a.m. – 4:30 p.m.; Fri, 8:30 a.m. – 12 noon</i>

Position Summary

The person in this position is called to provide a Christian, compassionate, and professional personality in all aspects of day-to-day operations, with complete confidentiality; to provide skilled office management, maintaining accurate records and communication. The Office Manager/Receptionist must be a team player who shares and participates in the vision and goals of the Bishop and of the Diocese.

The person in this position follows the established working hours of the Diocese of Lafayette Central Office and shall follow all diocesan and office policies, procedures, and regulations.

Essential Duties and Responsibilities

Essential Duties:

- Oversee day-to-day operations of the Office
- Perform general duties associated with the Office
- Coordinate office-sponsored meetings, workshops and conferences

Day-to-Day Operations:

- Timely opening and secure closing of the office
- Maintaining office equipment and supplies
- Filing
- Processing all mail (incoming and outgoing)
- Maintaining office-related mailing list(s) (for electronic and snail-mail)
- Generating and maintaining resource “library” of office-related forms, documents and publications
- Attending programs/meetings/workshops, as directed by Immediate Supervisor

General Duties:

- Properly filing/maintaining confidential records
- Processing and maintaining Leave reports for central office employees
- Assisting with Safe Environment data entry and filing
- Processing fiscal-related documents, including but not limited to coding and budget tracking
- Coordinating schedules for the receptionist and housekeeper positions

Meetings, Workshops, Conferences:

- Assist HR and SE staff in coordinating meetings: set-up/clean-up, registration, food/drinks/supplies, copying, assembly of materials

Required Knowledge, Skills and Abilities:

- Ability to maintain confidentiality
- Knowledge of and experience in current office-related computer system(s), including but not limited to WORD, EXCEL and OUTLOOK
- Proficient typing and proofreading skills as well as ability to compose and write in proper format, punctuation, spelling and grammar
- Self-motivated, prompt in performing tasks and capable of working independently
- Ability to deal sensitively, courteously and responsively (via telephone, electronic communications, or in person) when responding to inquiries and in making referrals
- Good organization skills as well as the ability to multi-task
- Ability to clearly communicate and interact with the many different persons who will be in contact with the office, in a diplomatic and courteous manner
- Must maintain up-to-date Safe Environment certification
- High school diploma or equivalent
- Related experience in an office setting

Job Conditions/Physical Demands:

The following are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to push, pull, lift, and carry items up to 20 pounds
- While performing duties of this job, employee is required to sit, stand, bend, talk, hear, grasp, reach and perform repetitive motions of the fingers, hands and wrists
- Work is performed in an office setting
- May be called upon to perform work/attend meetings at times other than noted above, when necessary

I understand that the above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties, and skills required.

Persons with disabilities may receive reasonable accommodations for performing the essential duties.

Duties and responsibilities are subject to change as the needs and requirements of the office change, as determined by the Immediate Supervisor, in consultation with the Chancellor.