



## **Wheaton Evangelical Free Church Administrative Assistant/Receptionist Job Description**

### Purpose

To serve the church by providing a warm welcome to callers and visitors, performing office tasks, projects and responsibilities, and providing general assistance to the Office Manager.

### Areas of Responsibilities

#### Office Greeter:

1. Answer telephone and greet those coming into the church office.
2. Answer general questions about WEFC ministries.

#### General Office Tasks:

1. Orders office supplies and paper
2. Handles all daily mail
3. Maintains petty cash, postage and copy recovery funds
4. Creates church flyers and pamphlets
5. Prepares weekly bulletin
6. Performs projects as assigned by the Office Manager

#### Other General Responsibilities:

1. Church mailings
2. Supervises the office machine accounts
3. Manages the flower ministry (Poinsettias, Easter lilies, funeral arrangements, etc.)
4. Provide backup support for Accounts Payable
5. Maintains the office commons and supply room
6. Performs other duties as assigned by the Office Manager

### Qualifications Needed

Proficiency in MS Publisher, MS Word, PowerPoint and Excel; proficiency in spelling and grammar; knowledge of basic office equipment (multi-line phone system, photocopier, etc.); and an ability to multi-task, be flexible and maintain confidentiality.

### Organizational Reporting

This full-time position reports to the Office Manager who works in cooperation with other staff members, and ultimately to the Senior Pastor.

### To Apply

Please email a copy of your resume to the Office Manager, Sandy Crane, at [Sandy.Crane@wefc.org](mailto:Sandy.Crane@wefc.org). For further information please call Sandy at 630-668-6490 ext. 110.