



The Roman Catholic Diocese of Peterborough

Monday September 9, 2024

Job Opening for a Part-time Receptionist

The Receptionist reports to the Director of Finance, Property and Administration and is responsible for providing administrative and clerical services for the Diocesan Pastoral Centre, its Clergy, Lay Employees, parishes, individual Catholics and the Diocese.

Must have an affinity with, and passion for, the overall mission of the Diocese.

The Receptionist position is a part-time, hourly position, on site at the Diocesan Pastoral Centre in Peterborough, ON. Weekly hours are either two days from 9:00 a.m. to 4:30 p.m. or three half days for a maximum of a thirteen (13) hour work week. The hourly pay grid is between \$19.10 - \$23.57 based on level of professional experience and education.

This opportunity will be of interest to you if you have a two-year administrative and business diploma from a community college or 5 years related experience. Knowledge of the Catholic Church and Community or an equivalent combination of education and experience.

Thank you for your interest in our opportunity. Please send your resume to DebMcRae@peterboroughdiocese.org. Candidates' submission deadline is Friday September 20, 2024. We thank all those that apply but only those selected for an interview will be contacted.



Diocese of Peterborough

POSITION TITLE: Part-time Receptionist (maximum 13 hours per week)

POSITION SUMMARY: The Receptionist reports to the Director of Finance, Property and Administration and is responsible for providing administrative and clerical services for the Diocesan Pastoral Centre, its Clergy and Lay Employees. This includes greeting visitors in person or by telephone, processing mail, bank deposits and generating meeting agendas and minutes. Providing these services in an effective and efficient manner will ensure that Diocesan administrative functions are completed precisely and are accurately maintained.

Duties:

1. Welcomes and direct visitors, in person, on the telephone or electronically, answering or referring inquiries.
2. Photocopy and collate all incoming documents for distribution, mailing and filing including maintenance of a filing system for all administrative and financial documents.
3. Administer Sterling Talent Solutions database for correctness, assist parishes and request Diocesan employees police checks as required.
4. Maintain and prepare directories and reports from manual or electronic files, inventories, mailing lists and databases (parishes, clergy, employees, property, etc.).
5. Coordinate and organize meetings including employee recognitions, boardroom and hall bookings, food, agenda's, participants, speakers, etc.
6. Travel to pick up and /deliver mail.
7. Prepare and distribute meeting agenda packages including previous meeting minutes, agenda, supporting documents, and follow up communications as appropriate to Committee's as directed.
8. Order office supplies, service office equipment and arrange for servicing in case of major repairs or as requested.
9. Prepare Director of Finance, Property and Administration scheduling as required.
10. Monitor electronic calendar(s) and scheduled appointments for Director of Finance, Property and Administration as requested.

Qualifications:

1. The successful candidate will work closely with Clergy, Lay Staff, Councils, and Committees of the Diocese to support programs. Must have an affinity with, and passion for, the overall mission of the Diocese.
2. Have a two-year administrative and business diploma from a community college or 5 years related experience.
3. Ability to maintain a high level of accuracy in preparing, entering and maintaining administrative/clerical information.
4. Telephone Skills, Verbal Communication, Microsoft Office Skills, Listening, Professionalism, Customer Focus, Organization, Informing Others, Handles Pressure, Phone Skills, Supply Management.
5. Provide a police check for the vulnerable sector upon hire and every five years, along with an Annual Declaration.