



RECEPTIONIST (Part-Time Role)

Queensland Baptists are seeking a suitably experienced Receptionist to work 3 days per week, 8.30am to 5.00pm.

We are seeking somebody with a friendly, enthusiastic, outgoing manner to meet and greet clients, both in the office and by telephone. As the first point of contact for our organisation, outstanding people skills are essential, along with integrity and a mature understanding of confidentiality.

Responsibilities will include:

- Handling telephone enquiries using switchboard functions
- Meeting and greeting clients and visitors to our centre
- Competent computer literacy skills, with intermediate experience using MS Word, Excel, and Outlook
- Data entry
- Filing, faxing and photocopying
- General office support for our team.

If you meet the above criteria and are willing to work within the Christian ethos and framework of Queensland Baptists, we would love to hear from you. For more information and to apply, please email your resume to dapa@qb.com.au or post to Queensland Baptists, PO Box 6166, MITCHELTON QLD 4053, Attention: Phillip McCallum.

Applications close Friday 26 February 2010