

Receptionist at Immaculate Heart of Mary Parish, Indianapolis

Immaculate Heart of Mary Parish in Indianapolis is looking for a full time receptionist (30+hrs/week) at the Welcome Center/Parish Office.

Responsibilities:

- Welcome and greet visitors (including vendors) during regular business hours
- Answer phones, refer callers to the appropriate staff member, monitor security cameras
- Maintain online parish calendar and book room reservations
- Manage mass intentions and other parish/mass needs
- Sort and prepare daily mail
- Operate and schedule access to the building through BRIVO (an electronic safety access system)
- Other duties as assigned to ensure the safe and efficient functioning of the parish office

Skills:

- Ability to communicate verbally and in writing
- Ability to maintain confidentiality in all matters
- Ability to multitask
- Ability to quickly assess situations and respond appropriately
- Good interpersonal communication skills

Education, Training & Experience:

- High school diploma or GED or equivalent education and experience necessary to provide the skills and abilities necessary for the position
- General understanding of Catholic parish operations
- General knowledge of Microsoft Office preferred
- Experience working with parishioners and general public preferred
- Must be capable of handling difficult and challenging interactions, both in person or over the phone.
- Must be able to understand and to comply with the Archdiocese of Indianapolis Code of Conduct

Interested parties should send their resumes to: [Anna Harvey at aharvey@ihmindy.org](mailto:aharvey@ihmindy.org).