



ST. MARY MAGDALEN PARISH/ ST. JOHN MISSION

8517 7th Ave SE Everett, WA 98208

St. Mary Magdalen Parish in Everett is looking for a Part-Time Bilingual Receptionist (28 hrs per week).

This position is responsible for front desk reception and various other administrative tasks. We are looking for candidates with a friendly attitude, excellent communication skills, and a strong attendance record who can be relied upon to be punctual, professional, pleasant, and dependable. This is a non-exempt position and does not include healthcare benefits. Candidate must speak English and Spanish. Hourly rate is dependent on experience.

Duties include, but are not limited to:

- Maintaining a neat and tidy front desk reception area
- Answering and transferring incoming telephone calls
- Greeting parishioners, clients, and office visitors
- Processing mail and packages
- Ordering supplies and maintaining inventory
- Managing email, word processing, data entry and spreadsheet projects
- Maintaining the Parish Web Site
- Assisting staff with a variety of projects
- Other clerical/other duties as assigned

Qualifications:

- Professional, clear telephone demeanor
- Excellent customer service skills
- Intermediate computer skills and proficiency with MS Word, Excel, and Publisher
- Ability to work independently with minimal supervision
- Ability to prioritize and meet deadlines
- Previous receptionist experience is strongly preferred
- Strong references required

Please respond, via email to renneking@smmparish.org, with an attached resume and a brief cover letter pasted into the body of your email, outlining your relevant experience, and use "Parish Receptionist" as the subject of your email.

Ronald Enneking – PAA
St. Mary Magdalen Parish/St. John Mission
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