



Hope Hornby Receptionist/Administrator

Due to the resignation of our current receptionist, who is undertaking full-time study in 2021, we are seeking a receptionist/administrator starting on 11 January 2021.

This is a 32 hours per week role, reporting to the Parish Manager, with the following work pattern: Monday-Thursday 9am to 5pm and two hours on a Sunday morning. Note that these hours may be flexible and negotiable with the successful applicant.

The purpose of the role is to create an inviting and gracious welcoming atmosphere for visitors to the office and to assist with administrative tasks that assist Hope Presbyterian (HP) to operate effectively, efficiently and creatively and hence support the mission of building the Kingdom of God.

Person Specification

The person fulfilling this role will:

- Demonstrate a commitment to the vision and mission of HP.
 - Live life sustained by a vital Christian faith.
 - Demonstrate relational maturity and have sound judgment
 - Have strong interpersonal, communication, administrative and organisational skills.
 - Be a person who is positive, energetic, personable, marked by integrity, has leadership skills, is teachable, creative, cooperative
 - Have excellent people skills, a sense of humour, is self-disciplined and can relate easily with ministers, church staff, adults, youth, members of the congregations and visitors
 - Have strong computer skills across Microsoft applications.
 - Be able to work well under pressure and to deadlines.
 - Have the ability to work well in a team and be flexible and adaptable.
 - Have the ability to see the things that need action and without direction, attend to them
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Specific Duties and Responsibilities

1. Reception Duties:

Provide a welcoming environment for guests and those wishing to make contact with HP, its

programmes, team members or activities.

2. Purchasing and Ordering:

Support ministries and volunteers with stationery and other resources as required.

3. Bookings and Facilities:

Ensure the well planned and organized use of HP facilities that assist ministry teams in the delivery of their ministries and groups who hire the facilities

4. Administrative Support:

Provide efficient and effective administrative support to the ministries of HP as required. This includes photocopying, and general facility tidiness. Some administrative support for West Melton including maintenance of the West Melton website may also be part of the role.

Application Process

If you believe you can contribute to the life of HP in this role, please send a brief letter explaining why you would be perfect for the role, and a brief, relevant cv, that includes the contact details of one work-related and one character referee. Applications close with david.dally@hopechurch.net.nz on 23 November at 2359 hours.