

Receptionist

Vineyard Columbus, OH – 32 hours

Vineyard Columbus is looking for a Front Desk Receptionist who can manage a fast-paced work environment while providing warm communication, connection, compassion and care.

You enjoy speaking to others and being a frontline ambassador for Christ. Your energetic personality allows you to handle administrative, clerical and telephonic responsibilities with ease. Does this sound like you? Well read on!

In this role, you will:

- Provide excellent customer service for all guests, callers, counseling patrons, staff and vendors
- Manage the front desk duties including answering phones, emails, scheduling, etc...
- Handle assorted administrative work for staff
- Administer Benevolence Ministry Intake

You will do well in this role if you are:

- Customer Focused
- Organized and Agile
- A strong communicator (verbal and written)
- Able to manage conflict well
- Able to deal within a multicultural environment

Ideally, you will have:

- Strong attention to detail
- Excellent verbal communications and hospitality skills
- Ability to appropriately handle confidential information
- Writing and editing skills
- Secondary Language skills, especially in Spanish, or French

A satisfactory background check is required for all positions at Vineyard Columbus.