FULL-TIME POSITION AVAILABLE
Front Desk Receptionist

The Diocese of Houma-Thibodaux is currently seeking to employ a full-time person for the ministry of **Front Desk Receptionist** to:

- Manage all incoming phone calls and direct them to the appropriate person.
- Handle calls in a professional manner, providing any necessary information to the caller and the person receiving the call.
- Take readable, accurate messages when clients are to be called back.
- Greet clients. Greet each client in a professional and courteous manner. Notify the staff that there is a client waiting, if appropriate.
- Listen attentively to client and refer them to the proper person.
- Maintain a general knowledge of diocesan programs in order to properly direct client calls.
- Maintain professional appearance of front desk and main lobby area.
- Sort and distribute daily mail and small package deliveries.
- Keep all client information fully confidential.
- Direct clients to handouts or other resources as needed.
- Assist staff, when possible, with mail outs, filing, and document preparation.

The ideal candidate must possess excellent interpersonal and communication skills. Strong computer skills including MS Office software are required. Must be able to maintain confidentiality; work independently and as a team; and multi-task in a fast-paced environment.

The candidate shall possess:

- High School diploma or its equivalent
- General office experience preferred
- Knowledge of Roman Catholic Church Teachings preferred

The position will require a work schedule of 35 hours per week; Monday–Friday 8:30 am–4:30 pm. Excellent benefits and generous paid time off included. Salary will commensurate with experience and education.

For consideration, please submit a cover letter, including salary requirements, and a resume to hr@htdiocese.org.

Applications are now being accepted until March 31, 2022 or until position is filled.

*The Diocese of Houma-Thibodaux is an Equal Opportunity Employer and does not discriminate against applicants or employees by reason of race, color, religion*, sex, national origin, age, disability, veteran status, genetic information of any other basis prohibited by applicable law.

*The Diocese, in its sole discretion, reserves the right to require “practicing Catholic” to be a qualification for a position.