

BRCC Job Description

First Impressions & Operations Admin/Receptionist

Role: Provide direct support to the First Impressions & Operations Executive Director and the ministries they oversee.

Reports to: First Impressions & Operations Executive Director

Experience and Abilities:

- Excellent administrative and process development capabilities
- Self-starter and independent worker with excellent time management and organizational skills
- Extreme attention to detail while still able to see the big picture
- Strong interpersonal and communication skills
- Strong computer skills
- High level of integrity, discretion, and trustworthiness

Responsibilities:

- Research, create, and maintain all department manuals and staff prayer list
- Offer administrative help by scheduling meetings, managing expense reimbursements, assisting with database management, and gatekeeping of external and internal inquiries
- Assist in management of corporate accounts
- Maintain office supplies and community pantry by inventorying, ordering, and restocking
- Create and maintain the budget for office supplies, community pantry, and licenses and memberships as well as managing licenses and memberships
- Manage copier maintenance by ordering supplies, reconciling copies, preparing invoices, and participating in decisions regarding new copiers
- Assist with onboarding and offboarding employees and interns, maintain timesheets and timesheet tracking, and manage all BR background checks
- Maintain labor law guidelines and keep employer posters up to date
- Assist with insurance coverage, Workers Compensation claims, and policy additions
- Reconcile bank statements monthly
- Assist with maintaining banking, credit, vendor, and donor relationships
- Manage keys, swipe cards, and fobs
- Coordinate weddings, funerals, and other facility usage requests and events
- Assist with budget documentation and other financial spreadsheets
- Communicate and coordinate with printers and vendors
- Research new products, technologies, and services

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- Assist with creating weekly announcements, atrium & auditorium slides, and bathroom and tabletop signage
- Communicate the church calendar to the BR Team, photography team & to marketing companies
- Create and maintain various spreadsheets
- Welcome guest upon arrival, answer questions and connect them to pastors and ministry leaders