



Deep Faith. Courageous Spirit. Action for Justice.

Receptionist
Part-Time, 25-30 hours per pay period

Sisters, Servants of the Immaculate Heart of Mary (SSIHM) is a congregation of religious women headquartered in Monroe, Mich.

Responsibilities:

- Operate paging/telephone console/system as required;
- Answer telephone, determine nature of call and direct caller to appropriate individual or department;
- Give directions/information to visitors, guests, etc. in accordance with established policies and procedures;
- Take complete messages when staff and/or residents are off campus;
- Assure that switchboard is attended during scheduled hours of operation;
- Assist with clerical duties as directed;
- Monitor external Motherhouse doors through use of Keyscan computer program;
- Monitor building entry to the Motherhouse through computer program;
- Maintain professional appearance of reception area;
- Distribute employee paychecks as directed;
- Collaborate with Security in maintaining the safety of the building and execution of the building emergency plan;
- Work with Materials Management to coordinate deliveries, accepting them as necessary.

Qualifications:

- Must be knowledgeable of Microsoft Office programs and have general computer skills;
- Flexibility and ability to work some weekends and holidays;
- Ability to make independent decisions when circumstances warrant such action and remain calm during emergency situations;
- Ability to learn, understand and support the IHM mission and values;
- Ability to deal tactfully with personnel, residents, visitors and general public;
- Cheerful personality with the ability to work harmoniously with others and to maintain good relationships with others regardless of personal preferences;
- Ability to follow written and oral instructions;
- Ability to function independently, be flexible, respect confidentiality and work effectively with others;
- Willingness to continually update skills;
- Clear, pleasant speaking voice;

- Must be willing to work weekends and holidays.
Review of resumes to begin immediately.

If you are interested in applying for this position, please submit a completed cover letter, resume and compensation expectations to Human Resources at nschnebele@ihmsisters.org, fax to 734-240-9793, or mail to Sisters, Servants of the Immaculate Heart of Mary, 610 West Elm Ave., Monroe, MI 48162, attention Human Resources.

SSIHM supports workforce diversity