

Night Receptionist

St. Michael Catholic Church

**1801 Sage Rd.
Houston, TX 77056**

Summary:

Office Manager seeks a part-time (4:30pm – 9:30pm, Mondays – Thursdays) individual to provide a welcoming and helpful environment for visitors and staff during the evening hours. Tasks would include the answering of multi-line phones; open and close facilities as scheduled; and provide support for the clergy and parish operations.

Education/Experience:

The Night Receptionist must have a minimum of a High School Diploma and experience operating multi phone lines.

If interested, please send letter of interest and resume, via e-mail, to Lehong@stmichaelchurch.net noting Night Receptionist on subject line.