

Office Support Staff

St. Michael Catholic Church

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

Summary:

Office Manager seeks a full-time (8:00am – 5:00pm, Mondays – Fridays) individual to help with the operational aspects of the Office. Tasks would include the handling of all standard Office equipment; Office supplies; answer multi-line phones; greet our visitors; provide support for the clergy and parish operations.

Education/Experience:

The Office Support Staff individual must have a minimum of a High School Diplomas and a minimum of 3 years clerical or administrative/receptionist experience operating multi phone lines. Excellent computer skills, working knowledge of Parish Data Systems (PDS), and conversational Spanish are plusses.

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