

# Receptionist

## St. Raphael the Archangel Catholic Church

3915 Ocee St.  
Houston, TX 77063

### Summary:

Full-time position (9:00 am – 5:00 pm, Tuesday – Sunday, 35 hours a week), duties include, but not limited to:

- Provide a welcoming and helpful environment for visitors and staff;
- Guide the visitors from the activities of the parish and the requirements for access to the services provided;
- Answering a multi-line phone;
- Support and assist the Secretary;
- Address the sale of small religious objects.

### Education:

The Receptionist must have a minimum of a High School Diplomas, excellent computer skills, and bilingual. The potential candidate should be proactive and organized person; good interpersonal relations, and ability to work as a team.

If interested, please submit resume to: [humsancar@hotmail.com](mailto:humsancar@hotmail.com)