

Rush Creek Church

https://rushcreek.org/?post_type=jobs&p=4988

Rush Creek Counseling Center Admin: Arlington Park Location

Hiring organization
Rush Creek Church

Description

This RCCC Admin works at the AP location as well as supports the Greek Oaks location admin. This individual is responsible for providing administrative support to the staff. This includes primarily answering phone calls and responding to emails, scheduling clients, answering questions and providing information regarding our services and office organization among other things.

Date posted

March 14, 2023

Responsibilities

- Answering phone calls and responding to emails
- Assume receptionist duties such as greeting clients at the door
- Assist staff with administrative duties as requested
- Assist with other RCCC projects (conferences, trainings, team lunches, etc.)
- Type and word process documents as needed
- Order office supplies and monitor inventory
- Responsible for any Wrike-based projects
- Assist with social media marketing
- Able to maintain strict confidentiality

Qualifications

- Follower of Jesus and baptized by immersion
- 1-3 years of Admin experience
- Intermediate to Advanced Microsoft Office Skills
- Has patience with a variety of people on the phone
- Able to handle distractions with grace
- Reliable and trustworthy to protect the privacy and confidentiality of our clients

Contacts

To be considered for this position, send your resume and a cover letter to Kym McKenzie at KymM@RushCreek.org.