

# Receptionist

**The Hills Church exists to make and grow followers of Jesus. We're passionate about using our talents for God's purposes and that's why we've dedicated our careers to ministry.**

**We're currently looking for the right person to join our North Richland Hills campus team to serve visitors and staff in the front office by answering and directing calls, greeting guests and being a friendly face. If you're a people person who loves multitasking and making people feel at home, this may be the position for you.**

**You are:**

- Friendly and a 'people person'
- Highly organized and particularly great at multi-tasking
- Detail-oriented and able to answer and direct questions appropriately
- Professional, dependable and energetic

**You will:**

- Be the first face people see
- Distribute phone calls quickly and efficiently
- Assist with departmental tasks as needed
- Have working knowledge of activities across all three campuses of The Hills Church

**The perfect fit:**

- Confident in communication skills
- Familiar with Microsoft Word and Excel
- Loves making people feel welcome

**To apply, please send your resume to [david.meyer@thehills.org](mailto:david.meyer@thehills.org)**

