

Front Desk Receptionist

Catholic Cemeteries – Archdiocese of Omaha
7710 West Center Road, Omaha

Receptionist

First impression of the Catholic Cemeteries – Archdiocese of Omaha to families.

Hours

Monday – Friday, 8:00 AM – 5:00 PM.

40 hours per week

Work one or two scheduled Saturdays per month, 9:00 AM – 1:00 PM (take 4 hours off during week).

Primary Purpose of Job

Greet visitors and answer the phone in a professional manner, take information from funeral homes, perform clerical duties and special projects.

Qualifications

Education – Minimum H.S. diploma or equivalent with previous successful office experience.

Computer Skills - Microsoft Word and Excel.

Good clerical skills, attention to detail and positive attitude.

Understanding of the Catholic faith.

Language: Read, write and speak the English language. Bi-lingual in Spanish is beneficial.

Duties and Responsibilities

- Answer and direct multi-line phone in a professional manner.
- Record basic information from funeral homes and pull related materials.
- Greet families, determine need and assign to appropriate office personnel
- Other duties as assigned.
- Will eventually learn primary duties of staff who meet with families.

Customer Service

Of the utmost importance is attention to excellent customer service. How we interact with families, funeral homes, vendors, clergy and co-workers impacts our reputation and affects our future. It is expected of all employees that they complete their responsibilities with a positive attitude, enthusiasm and always showing empathy, dignity and respect, bringing Christ to those we interact with.

Equal Opportunity Employer / Background Checks Required.

Salary: \$12.00 /hour – Very good benefits package