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**USA Midwest Province of the Society of Jesus**

**Job Title:** Receptionist

**Department:** Provincial Office, 1010 N. Hooker Street, Chicago, IL

**Reports To:** Provincial Assistant for Operations

**FLSA Status:** Non-Exempt, Part-Time (Four hours/day)

**Summary:**

**Duties and Responsibilities** include the following:

* Greet and welcome guests and direct them to the appropriate person
* Answer, screen and forward incoming phone calls
* Receive, sort and distribute daily mail/deliveries
* Order office/kitchen supplies and keep inventory of stock
* Perform clerical duties such as filing, photocopying, and faxing
* Help with occasional correspondence typing/mail preparation
* Order meals for in-office gatherings
* Maintain office directory, birthday list and bulletin board
* Manage FedEx/UPS pickups

**Requirements/Qualifications**

* Professional and friendly attitude and appearance
* Solid verbal communication skills
* Some experience as a receptionist or similar role
* Some proficiency in Microsoft Office Suite
* Experience operating office equipment
* Customer service attitude and team player

Reply with resume and letter of interest to:

 Receptionist@jesuits.org