

# **St. Leo the Great Parish seeks P/T RECEPTIONISTS**

**The Church of St. Leo the Great, Lincroft,** is seeking two part-time receptionists to work Monday – Thursday and every other Friday (and on call); must have flexibility and be able to work 8:45 a.m. - Noon. Second position requires availability from Noon - 4:00 p.m. Both positions report directly to the Office Manager. Responsibilities include answering all incoming telephone calls, appropriately responding to questions/direct messages; assisting parishioners who come to the parish center; preparing Mass cards/entering information; and preparing Sponsorship Certificates for Baptism, Communion, and Confirmation. Positions require working knowledge of Microsoft Office (Word, Excel, Outlook), the Internet, proper telephone etiquette and ability to maintain confidentiality.

**Please send applications to  
[joemanzi@stleothegreat.com](mailto:joemanzi@stleothegreat.com) by April 20,2018.**