

POSITION OPENING – RECEPTIONIST

Our Lady of the Snows Parish has an opening for a RECEPTIONIST. Under the direction of the Parish Business Administrator, this position is responsible for providing a professional point of contact for clergy, parishioners and the public, as well as assuming responsibility for office administrative tasks. This position is full time (35-40 hours per week) with benefits.

Skills & Knowledge required:

- College or high school graduate with at least 5 years business office experience, preferably in a parish office.
- Good written and oral communication skills in English and Spanish.
- Organized with strong attention to detail.
- Computer proficiency working with Excel and other MS Office products, and database systems.

Applications and copies of the job description are available in the office or online at www.olsparish.com.

Interested persons should submit an application with resume, no later than Friday, June 8, 2018 via e-mail to parishadministrator@olsparish.com, or by mail to Susann Boley, Parish Business Administrator at 1138 Wright St, Reno NV 89509.