



Front Office Receptionist Sub

Work hours vary; shifts may be 6:00 a.m.-1:00 p.m., 1:00-6:00 p.m., or varied, Monday-Friday as needed.

Requirements:

- Self-motivation,
- Verbal and written communication skills,
- Computer skills (including the ability to operate most Microsoft Office and Google programs),
- Attention to detail,
- High work standards,
- Problem solving,
- Organizing and planning,
- Stress tolerance,
- Flexibility and adaptability,
- Initiative, and
- Christian testimony and regular church attendance.

For more information, please contact the Office Manager, Heather Welch, at hwelch@desertchristian.com.