

DIOCESE OF THE ARMENIAN CHURCH OF AMERICA (EASTERN)
630 Second Avenue, New York, N.Y. 10016 | 212.686.0710 | www.armenianchurch.us

Job Description

Position Title: Receptionist and Event Hall Support.

Responsibilities:

The receptionist of the Diocesan Center will:

- Respond to calls in a timely and professional fashion, directing calls to the proper person and relaying information accurately and efficiently.
- Greet visitors, screen purpose of their visit, and notify appropriate staff member.
- Manage incoming and outgoing deliveries.
- Stay abreast of Diocese activities.
- Maintain printed activity schedule on a daily basis.
- Support Event Manager by greeting clients, typing contracts, as well as general typing and assistance as needed.
- Provide support to Primate's office, Vicars' offices, and Executive Director upon request.

Required Skills:

- The candidate must be bi-lingual, in Armenian and English.
- The candidate should be a self-starter, able to work independently without supervision.
- General computer skills are essential, as well as a command of Microsoft Word and Excel.

Location: 630 Second Avenue, New York, NY 10016.

Please submit inquiries and résumé to:

Michele Berjerac
Director of Administration
Diocese of the Armenian Church of America (Eastern)
Micheleb@armeniandiocese.org

###