



Job Opportunity

Front Desk Assistant

Location	Stafford, Texas
Department	Finance/Administration
Type	Part time, hourly*

JOB PURPOSE

The Front Desk Assistant's primary functions are to receive, screen and direct incoming calls, greet all visitors courteously, determine their needs and direct to proper person, communicate Living Water International's Christian ethos and demonstrate a quality of spiritual life that is an example to others.

CORE CHARACTERISTICS

These principles guide and identify us as colleagues and representatives of Living Water:

- Honor God
- Develop People
- Pursue Excellence
- Be Good Stewards

KEY TASKS AND RESPONSIBILITIES

- Answer incoming calls in a prompt and courteous manner, determine purpose of calls, answer questions if possible and properly direct calls.
- Take and distribute messages accurately and efficiently.
- Deal with inquiries and requests for information from the public (requires good understanding and knowledge of ministry, staff, board, etc. with thorough knowledge of website information).
- Greet all guests/visitors courteously, determine their needs and direct to proper person.
- General administrative and clerical support including photocopying, scanning and faxing, preparing letters and documents as requested, and data entry as requested.
- Receive, open and distribute mail.
- Prepare outgoing mail as needed.
- Assist staff with various meeting setup such as preparation of rooms and ordering and receiving lunches.
- Receive all packages and other deliveries up to 50 lbs., track details on an excel spreadsheet. Send all shipping documents to Accounting.
- Prepare small packages for shipment as requested, prepare labels, contact appropriate shipping company, and collect shipping details.
- Check general office supplies weekly, receive orders from employees, and place orders as needed.
- Tidy and maintain the reception and break room areas.
- Other duties as assigned.

EDUCATION / EXPERIENCE / SKILLS

- Bachelor's degree preferred (or currently pursuing)
- Proficient in Microsoft Office products
- General database knowledge
- Knowledge of administrative and clerical procedures
- Excellent oral and written communication skills
- Effective Time Management
- Builds relationships and works well cross functionally
- Customer-focused orientation
- Excellent organization skills
- Organizational Awareness
- Ability to multi-task

More about Living Water

Living Water International exists to demonstrate the love of God by helping communities acquire desperately needed clean water and to experience “living water”—the gospel of Jesus Christ—which alone satisfies the deepest thirst. We mobilize churches and communities through water access, sanitation, and hygiene (WASH) interventions to increase the physical, spiritual, and social wellbeing of the most vulnerable in communities around the world. With over 300 global staff, we currently work in 18 countries and have provided access to safe water to nearly 6.5 million people.

**This position is non-benefits eligible as considered part time (less than 30 hours per week). Paid Holidays will be offered.*