



## **COLUMBIA BIBLE COLLEGE**

### **JOB DESCRIPTION – Reception Relief**

This reception relief position is focused on helping the front office with tasks and duties related to the reception position.

#### **Job Responsibilities:**

Main duties of a reception relief worker include answering the main telephone and directing calls to the appropriate staff and faculty members and helping those who come to the office with payments and directions within the building. Daily mail and incoming parcels are to be sorted and distributed accordingly into staff and student mailboxes. Miscellaneous administration tasks will be assigned throughout shifts as they become needed.

**Experience:** Customer service and/ or administration experience a bonus, but not required.

**Hours:** 7.5 hours/week

**Apply:** Interested students can apply for this position through the Student Employment Application on [our website](#).