

## **Job description**

### **Receptionist and Marketing Administrator**

#### **Purpose**

The purpose of this role is to provide admin and marketing support for the commercial activities of The Cornerstone and All Saints Church, as part of the overall objective of serving the community and developing both venues.

#### **Main Responsibilities**

This is an office-based job, working mainly in The Cornerstone. The main responsibilities of the role are

- Marketing the facilities of both The Cornerstone and the church
  - Working with volunteers to develop social media use
  - Keeping our website up to date
  - Initiating and implementing innovative ways of promoting both venues to increase revenue
  - Showing prospective clients round the site
  - Promoting both church and Cornerstone as venues and the facilities available
- Carrying out receptionist duties in The Cornerstone front desk
  - Welcoming people who come into the building
  - Dealing with basic enquiries regarding the church and Cornerstone
  - Where required, pointing visitors to the appropriate part of the site
  - Referring enquiries as required
- Providing administration support for The Cornerstone Manager, including
  - handling customer enquiries in person, by phone and by email; taking appropriate action where necessary
  - entering bookings into the booking system
  - liaising with hirers
  - general administration including photocopying, filing
- Covering for staff absence where required
- Carrying out related duties as required.

#### **Skills required**

- Good communication and interpersonal skills
- Good team-worker, comfortable working with others
- Confidence using social media
- Marketing knowledge and enthusiasm
- Creativity and attention to detail

*Please note that this role will be based in The Cornerstone office and that a dog is sometimes present in the office.*

