

Loreto House

1100 N. Bonnie Brae St.
Denton, Tx 76201

Job description and acknowledgment Receptionist/Administrative Assistant

January 3, 2024

Loreto House is a Catholic Pregnancy Resource Center operating a facility in Denton, Tx. As an official apostolate of the Fort Worth Catholic Diocese, we operate in fidelity to the teachings of the Catholic Church. All employees are practicing Catholics.

Job description: Administrative Assistant/Receptionist

Work Hours: 9:00-5:00 Monday-Friday

Hours: 40 hours per week full time Non-Exempt employee

Health Insurance: QSEHRA plan after 90 days employment

403-B Retirement plan: Full time employees are eligible to participate after 1 year of service.

Salary: Hourly, negotiable

Reports to: Center Director

Job Duties:

The applicant for this position will work closely with the Center Manager in assisting with guest services management, Advocate support, data entry, answering incoming calls, and greeting guests who enter the facility. The candidate must have good communication skills, friendly speaking tone and personality. A professional appearance is required. Bi-lingual is a plus but not required.

Good file management skills are important and the ability to follow rules as set forth in the Employee Handbook and the Loreto House Policies and Procedures manual. There are other duties that the center manager may require such as maintaining the gift shop and center appearance. Physical tasks include lifting objects up to 20 lbs.

Additional Requirements:

- Background check
- Pleasant phone voice and demeanor with guests.
- Respect for the mission statement, guests, staff, and volunteers.
- Good communication skills.

Please send resume to Info@loretohouse.org