

Susquehanna Conference UMC  
Receptionist

**Job Requirements**

- Excellent written, verbal and social communication skills highly desired
- 2+ years of experience
- Incoming phone call management skills desired
- Knowledge of switchboard phones from 1-6 lines
- Microsoft Office experience
- Data entry experience desired
- Strong familiarity with navigating basic office equipment and protocols

All applicants must be authorized to work in the United States and be able to pass PA State Police Criminal History Report, PA Department of Human Services Certification, and FBI Criminal History Report.