



IMMEDIATE POSITION OPENING

4/3/2023

Receptionist/Administrative Assistant

(Full-Time, Exempt Position)

Geneva Benefits Group seeks an experienced administrative assistant to provide receptionist duties and administrative support to Geneva's Business Operations team. This position is full time, with office hours of 8am to 5pm, Monday through Friday. The position reports to the Director of Business Operations.

Please see Job Description for more detailed information.

PLEASE DIRECT INQUIRIES/RESUMES TO:

Geneva Benefits Group
ATTN: Heather Chambliss
1700 N. Brown Road, Ste 106
Lawrenceville, Georgia 30043
Email: heather.chambliss@genevabenefits.org

Applicants must complete the following:

- Cover Letter Included
- Resume Included
- Affirm the below Employer Statement, by checking this box and return a copy of this page
- In Agreement with Geneva's Statement of Faith (see attached)

Employer Statement

Geneva Benefits Group not discriminate against any person on the basis of race, color, gender, national origin, age, disability, or veteran status, whether in hiring, promotion, pay, or benefit decisions. Nevertheless, as a Christian ministry, Geneva reserves the right to hire only those individuals who make a credible profession of faith in Jesus Christ and who demonstrate qualifications for the position being filled. While as a church entity, Geneva is not subject to the Americans with Disabilities Act, Geneva does not discriminate against any qualified individuals with a disability. Geneva will make reasonable accommodations to allow a disabled employee to perform the essential functions of his or her job whenever possible. It is the responsibility of the disabled employee to request an accommodation of his or her physical or mental disability by contacting his or her supervisor.

About Geneva Benefits Group

As an agency of the Presbyterian Church in America (PCA), the role of Geneva Benefits Group is to “Prepare, Protect, and Nurture” ministers, missionaries, lay employees and their employing ministries through the provision of employee benefits, financial consultation and counseling. This is accomplished through providing the benefits and educating eligible PCA ministry partners about them. The benefits include the plans, programs and services provided through Geneva, including the PCA 403(b) Retirement Plan, PCA Group Insurance Plans, the Geneva Relief Fund program, and the counseling ministries of ServantCare and Cherish.

Our Vision

We believe the gospel advances and the church thrives as men and women who serve PCA ministries grow spiritually and financially healthy.

Our Values

We Know You: We Understand Ministry Life

We Know How: We Continuously Pursue Excellence

We Care: Relationships Are Our Bottom Line

Our Mission Statement

We guide PCA pastors and ministry workers through the complexities of financial planning and employee benefits, so they and their families are able to live generously in every season of ministry.



Job Title	Department	Reports to	FLSA Status	Date Prepared
Receptionist & Admin. Asst.	Operations	Director, Business Operations	Exempt	4/1/2023

Job Title: Receptionist & Administrative Assistant

Summary

Geneva Benefits Group seeks an experienced administrative assistant to provide receptionist duties and administrative support to Geneva’s Business Operations team. This position is full time, with office hours of 8am to 5pm, Monday through Friday.

Receptionist Duties

- Serves visitors by greeting, welcoming, and directing them appropriately.
- Answers incoming calls to Geneva's main line and assist callers or forwards callers to appropriate person or department.
- Monitor the “Geneva Contact@” email box and respond or forward appropriately.
- Primary source on office access (doorbell) and phone system.
- Main liaison with all delivery people who visit the Geneva office.
- Sort and deliver all mail and prepare all outgoing mail.
- Coordinate the set-up of conference rooms and required equipment and supplies for meetings.
- Maintains primary presence at the reception desk.
- Will be expected to work at the new reception station in of the lobby of the building, just outside the Geneva offices.
- Assist visitors to the building that may need directions to other agencies in the building.

Administrative Assistant Duties

Support the Director of Business Operations by assisting with:

- Maintain electronic files for the organization.
- Maintain the organization and upkeep of the offsite storage unit.
- Upkeep of the asset management records.
- The office management to ensure the office environment cultivates a caring and supporting work environment for all staff and inviting environment for visitors.
- Maintain supplies inventory, keeping in-line with the budget.
- Restock workroom and kitchen supplies daily or as needed, keeping kitchen and work-room area clean and neat.
- Ensure operation of equipment by completing preventive maintenance requirements, calling for repairs, and maintaining equipment inventories.
- Plan and execution of staff events.
- Capture minutes from staff meetings.
- Pack supplies for General Assembly.
- Other tasks as assigned or requested.

Qualifications

Faith

- Strong devotion to Jesus Christ, holiness, and a passion to make Him known.
- A Christian whose life reflects spiritual maturity as evidenced by the fruit of the Spirit and knowledge of the basics of the faith.
- Active member of an evangelical church that affirms the tenets of historic Christianity (PCA church preferred but not required).
- In agreement with Geneva's Statement of Faith.

Personal

- Ability for discretion and confidentiality.
- Service orientation.
- A proactive and resourceful individual, with the ability to meet deadlines and to work independently to complete tasks in an accurate manner.
- Well-developed organizational and time management skills.
- Excellent verbal and written communications skills.
- Strong analytical and problem-solving skills.
- Committed lifelong learner.
- Strong collaborative skills in order to work well with other Geneva associates and other PCA committees and agencies.
- Tenacity to persevere in a challenging business environment.

Professional

- 4-year college degree, preferred.
- At least 5 years of successful related business experience as a Receptionist and/or Administrative Assistant.
- Superior skills with Microsoft Office products.
- Proficiency with Adobe Acrobat.

Location

Geneva's offices are located in Lawrenceville, Georgia. This is an in-office position. Remote work is not an option.

Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

General

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Statement of Faith

Purpose

We believe it is important for current and future employees to understand the values inherent in our ministry and what is expected of them as we seek to serve our mission. To that end it is our conviction that we uphold the dignity of each individual as we embrace the unchanging and longstanding principles of scriptural truth. The Geneva Benefits Group (Geneva) Statement of Faith is not an exhaustive statement of our beliefs. The Bible, as the inspired and infallible Word of God, speaks with absolute authority regarding the proper conduct of mankind and is the unchanging foundation for all belief and behavior. As Geneva is an agency of the Presbyterian Church in America, the Constitution of the Church shall have control over any provisions of this document. Nonetheless, in order to provide transparency about our beliefs the following Statement of Faith has been created.

We believe:

1. The Bible to be the inspired, infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2. There is one God, eternally existent in three persons-Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. In the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4: 15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. In the necessity of regeneration by the Holy Spirit for salvation because of the radical corruption of human nature, and that one is justified on the single ground of faith in the shed blood of Christ, and that only by God's grace through faith alone are we saved (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5).
5. In resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation (John 5:28-29).
6. In the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28).

Statement of Faith

7. In the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13–14; 1 Corinthians 3:16, 6:19–20; Ephesians 4:30, 5:18).
8. The Gospel message is for every tribe, tongue, and nation. (Revelation 7:9-10, 14:6).
9. Bible-believing, professed Christians should be faithful members of a Gospel preaching church. (Acts 2:42,44,46; Hebrews 10:24-25).

This Statement of Faith reflects the intentions of Geneva. However, all hiring, job placement, discharge, and other employment decisions will be made in and at the sole discretion of Geneva.

Regardless of denominational affiliation, all employees agree to respect the PCA's and Geneva's beliefs. Geneva reserves the right to discharge employees for immoral or unethical conduct, including but not limited to conduct contrary to Scriptural teachings, habitual or unrepentant sin, and conduct negatively affecting other employees or reflecting negatively on Geneva's ministry and witness for Christ, and without regard to whether such conduct occurs on or off company time or premises.

Geneva's Executive Leadership Team (ELT) holds final interpretive authority on biblical meaning and application with regard to the impact of PCA faith, doctrine, policy, practice, and discipline on all Geneva employment and operational decisions.

The ecclesiastical Constitution of the Church is defined in the Book of Church Order, Preface III. The provisions of the Constitution shall control over any provisions of this Policy Manual to the extent of any conflict therewith.
