



POSITION DESCRIPTION

Position	Receptionist
Responsible to	Senior Pastor's Personal Assistant
Part-time:	4 days per week, Mon-Thurs (12 month contract)

INTRODUCTION

Nexus Church is a vibrant, multi-generational Christian church that exists to extend the welcome of Christ and cultivate a strong sense of belonging and community.

As the first point of contact, the Receptionist plays a key role in creating a warm, professional, and welcoming environment that reflects the heart of our church.

This role supports the wider ministry of Nexus by providing day-to-day reception duties and administrative support to staff, departments, and pastoral oversight teams.

POSITION IN CONTEXT

This role is part of the support and administration team at Nexus Church, working closely with the Senior Pastor's Personal Assistant and other ministry leaders. The Receptionist provides essential frontline service to the church office, while also assisting with broader administrative tasks from time to time.

PRIMARY PURPOSE

The Receptionist's primary responsibility is to create a welcoming environment for all who interact with Nexus Church and to provide high-quality administrative and reception support that enables the church office to function smoothly and efficiently.

KEY RESPONSIBILITIES

Front Desk & Communication

- Answer and manage incoming phone calls and direct them appropriately
- Monitor and respond to the main Nexus Church email account
- Greet visitors and guests with warmth and professionalism
- Collect and distribute mail from the main College reception
- Maintain a tidy, well-presented, and inviting front-of-house area

Office Administration

- Place stationery and office resource orders, ensuring stock levels are maintained
- Assist with general office upkeep, including cleanliness, supplies, of common areas
- Conduct end-of-day lock-up procedures for church facilities (as required)
- Support church-wide communications and scheduling tasks when needed



REQUIRED ATTRIBUTES

- A mature Christian faith and lifestyle aligned with the values of Nexus Church
- A friendly, welcoming, and professional presence—whether in person or on the phone
- Demonstrated experience in reception or a similar administrative role
- Strong interpersonal skills with the ability to support leaders and staff with care and discretion
- Excellent time management and organisational abilities
- Confidence with modern computing systems and digital tools (email, calendars, documents, etc.)
- A proactive and flexible mindset with a “can-do” attitude
- High attention to detail and pride in creating a clean, ordered, and inviting office space

ADDITIONAL REQUIREMENTS

- Be in agreement with the statement of faith documented in the policies of Nexus Church and the Australian Christian Churches United Constitution
- Exemplifies and communicates the Nexus Church values and culture.
- Membership of Nexus Church, or an application for membership within 3 months of commencement within the position
- Attendance to major Creative Ministry meetings is expected (during work hours)
- Be willing to undertake extra tasks that may arise in the day to day needs of Nexus Church

QUESTIONS?

Should you have any further questions or would like to apply, please email claerwen@nexuschurch.com.au. Please allow up to 48 hours for a response.