



**POSITION TITLE: SWITCHBOARD OPERATOR (Part-time and PRN all shifts)  
(Must be available Afternoon, Evenings, and Weekends)**

### **POSITION SUMMARY**

Responsible for greeting and directing all incoming calls and inquiries. Evaluates and provides appropriate response to campus emergencies. Promotes positive public image.

### **ESSENTIAL JOB FUNCTIONS**

- Efficient operation of switchboard console, paging system, internal radio system.
- Greet and direct all inquires.
- Monitor campus wide alarm systems and address response needed.
- Arrange dispatch of ambulance, fire department, and police department.
- Receive and sort incoming mail.
- Receive and direct delivery of packages, floral arrangement, and supplies.
- Provide employment applications and job information.
- Perform copying/printing jobs (evenings and night shift).
- Make public address system announcements.
- Perform general office duties (typing, collating, stuffing envelopes, etc.).

### **JOB QUALIFICATIONS**

#### **Education:**

- High school diploma or GED equivalency preferred.

#### **Experience:**

- Previous switchboard/receptionist experience preferred.
- Knowledge of general office skills and equipment (typewriter, copier, fax, etc.).

#### **Skills:**

- Work independently.
- Regularly monitor security camera activity.
- Efficient operation of switchboard console, paging system, internal radio system.
- Display patient, courteous manner at all times.
- Ability to perform in calm, efficient manner during emergencies.
- Knowledge and use of proper grammar.
- Posses pleasant telephone/paging voice.

### **HOW TO APPLY**

Applicants may download application from website, print, and complete.

Submit applications via:

- Scan and email: [HRintern@christian-city.org](mailto:HRintern@christian-city.org)
- Fax: (770) 510-2447
- Send by mail: 7300 Lester Road, Union City, GA 30291
- Hand Deliver: Main Reception Area