



Job Description for Part Time Office Administrator and Receptionist
Temple Beth Hillel – Beth El

Temple Beth Hillel – Beth El is a vibrant Conservative Synagogue in the Main Line suburbs of Philadelphia. The Office Administrator and Receptionist plays a critical role in welcoming members and guests to TBH-BE. They are the first face people see when coming into our facilities and the first voice people hear when calling us on the phone.

This person must be friendly, a good listener, have a big smile, and a caring disposition as they are often the first person at the synagogue that someone speaks with during important moments in their life. This position will manage aspects of the office and provide administrative support to the bookkeeper and other staff members.

The right candidate will be a strong multitasker who can:

- Answer and direct phone calls, including turning away sales calls
- Manage visitors' and vendors' secure entry onto the property
- Order supplies for the office and staff
- Track event RSVP's
- Process donations and assist with basic bookkeeping
- Organize and put out synagogue mailings
- Complete other projects as they arise.

Other requirements:

- Full command of the English language, both verbal and written.
- Computer software: Microsoft Word, Microsoft Excel, Microsoft Outlook. Database experience is preferred, but not required.
- Ability to handle members' personal needs with discretion and confidentiality.
- Have a willingness to learn and a positive attitude.

This is a 30 hour a week position with a competitive benefits package.

Hours: Monday – Friday, 7:45am – 1:45pm

Please submit resume and cover letter to Ken Krivitzky at kkrivitzky@tbhbe.org