



Memo

Date: October 22, 2018
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancy

The Metropolitan Tribunal for the Archdiocese of Atlanta has an immediate opening for a full-time **Bilingual (English/Spanish) Receptionist**. This position will be the first point of contact for department telephone calls, warmly greet visitors, offer assistance and process all mail. Qualified candidates will have a high school diploma or equivalent; one to two years of related work experience; excellent verbal and written communication skills; fluent in English and Spanish with an ability to interpret/translate; intermediate knowledge in Microsoft Office Software (Word, Excel and Outlook) and be detail oriented. Cover letter and resume should be directed to the Office of Human Resources at catholicjobs@archatl.com. **No phone calls please.**

Please make this announcement available to your employees and publish in your parish newsletter and bulletins for the month of October 2018. Thank you.