

## **St John's Parish: Secretary / Receptionist** **(<https://www.activelink.ie/node/116020>)**

St John's Parish, Tralee, Co Kerry is now inviting applications for the position of Parish

### **Secretary / Receptionist**

#### **The Role of the Parish Secretary/Receptionist.**

##### **The successful candidate will be required to:**

- Welcome and assist visitors in a friendly and professional manner.
- Provide reception cover, answer phone calls, emails, and written correspondence efficiently.
- Schedule meetings, appointments, and parish services.
- Maintain visitor logs, manage office supplies, expenses, and inventory.
- Perform clerical duties such as prepare and distribute Prayers of the Faithful, Mass readings,
- Print and distribute parish newsletters and liturgical materials, Update notice boards,
- oversee data bases and distribute the Priests' Rota.
- Manage parish recordings (funerals and online Mass schedules).
- Handle financial tasks, including Dues Offerings and Parishioner Register updates.
- Maintain confidential records securely.
- Order and distribute offering envelopes for major events (Easter, Christmas, etc.).
- Manage bookings for Masses.
- Send invitations for parish events, including memorial masses and staff gatherings.

##### **The candidate should have:**

- Excellent IT skills with proficiency in Microsoft Office
- Strong organisational & planning skills
- Good decision making and problem-solving skills
- Proven ability to work on own initiative but must also be a team player
- A qualification or relevant experience in office administration or equivalent.
- Minimum 2 years' experience in an administrative or similar role

**Please forward your CV and short cover letter to [jobs@thehrsuite.com](mailto:jobs@thehrsuite.com)  
(<mailto:jobs@thehrsuite.com>) by 6pm Friday 20/6/2025.**

##### **Region**

Tralee, Co Kerry

##### **Date Entered/Updated**

4th Jun, 2025

##### **Expiry Date**

20th Jun, 2025

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**Source URL:** <https://www.activelink.ie/vacancies/community/116020-st-johns-parish-secretary-receptionist>