



Registration Specialist

Registration Specialist assist Operation Love Outreach Ministry staff with maintaining accurate information before and after community programs.

Duties & Responsibilities

1. Type 35 wpm.
2. Proficient and working understanding of MS Word, Excel, Power point, Outlook or other e-mail platforms and effective grammar and punctuation skills.
3. Greet clients, guests and volunteers with a smile while obtaining necessary information for OPLM programs and staff.
4. Ability to work in noisy environment.
5. Ability to adjust to change quickly.
6. Desire to receive training and implement training quickly in OPLM business practices.
7. Work with a smile and positive attitude with volunteers, staff and donors.
8. Effectively communicate with others verbally and in written form.
9. Operate in a non-judgmental manner when preparing to greet clients, while listening to client stories and when engaging with clients during programs.
10. Maintain client and potential client confidentiality.
11. Exhibit effective time management skills.
12. Perform other duties as assigned with a smile.