Diocese of Laredo
Job Announcement

Posting Date: November 06, 2026 Application Deadline: Until Filled

Position: Receptionist/Clerk	FLSA Classification: Non-Exempt
Minimum Requirements: High school diploma or equivalent required. A minimum of two years of receptionist/secretarial experience required. Must possess excellent communication, customer service, and organizational skills, with the ability to handle multiple tasks, maintain accurate records, and interact professionally with visitors, callers, and staff. Basic computer skills and proficiency in Microsoft Office are required. Previous clerical or purchasing experience preferred.	
Start Date: Immediate	**Location:** Chancery Office
Position Status: Full-Time (40 hours)	**Work Schedule:** Mon-Fri., and as needed

Position Summary:
The Receptionist/Clerk serves as the first point of contact for the Chancery, providing professional, courteous, and welcoming customer service to visitors and callers. This position is responsible for managing daily reception activities, providing administrative and secretarial support, and assisting with the overall operations of the Chancery. Additional responsibilities include coordinating diocesan purchasing activities, maintaining fixed asset inventory, and performing general clerical duties to support the efficient operation of the Diocese.

Essential Duties, Functions and Responsibilities: (complete job description available at the HR Office)
- Greets visitors and provides professional, courteous, and welcoming customer service.
- Answers, screens, and directs telephone calls and monitors incoming messages.
- Maintains the reception area and ensures mail and correspondence are properly distributed.
- Provides general administrative and secretarial support as needed.
- Receives, reviews, and processes approved purchase requisitions.
- Orders supplies and merchandise, maintains purchasing records, and coordinates distribution to departments.
- Maintains diocesan fixed asset inventory and completes required reporting to the Webb County Appraisal District.
- Maintains supply inventory, equipment records, and computer equipment check-out logs.
- Maintains the Inter-fund Deposit Log and prepares deposits for all accounts.
- Assists with diocesan events and performs other duties as assigned.

Additional Knowledge, Skills, and Abilities, Certifications or Licenses:
- Maintain a valid Texas Driver License, evidence of state required vehicle insurance and reliable transportation
- Excellent customer service skills
- Ability to maintain a professional and positive attitude while performing the duties of the position
- Bilingual, English and Spanish.

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RESUMES ARE NOT ACCEPTED. EMPLOYMENT APPLICATION IS REQUIRED FOR CONSIDERATION.

For Employment Application, visit www.dioceseoflaredo.org
For additional information, please contact:
Office of Human Resources
Diocese of Laredo
1901 Corpus Christi St.
Laredo, Texas 78043 (956) 727-2140

Benefits include shared cost medical and dental, plus retirement and life insurance, upon completion of eligibility period. Paid vacation leave, personal days and sick leave, upon completion of eligibility period. Paid Holidays and Holy Days, as designated by employer. Unique opportunities to participate in staff spiritual retreats, Catholic Mass and prayer. Join a team of individuals dedicated to providing service in a faith-filled work environment that promotes faithfulness, respect, joy and unity.

Apply today.

We are the Diocese of Laredo!

The diocese reserves the right to revise, rescind or extend this job announcement.