



**EGLISE ANGLICANE du RWANDA / Diocèse Butare (EAR/DB)**  
**B.P.225 Butare/Rwanda, Tel: +250 794 310 861**  
**[www.earbutaredioocese.org](http://www.earbutaredioocese.org), - [earbutare1975@gmail.com](mailto:earbutare1975@gmail.com)**

## **JOB ADVERT - RECEPTIONIST**

The Anglican Church of Rwanda - Butare Diocese (EAR Butare) is seeking a qualified, competent and service-oriented individual to serve as Receptionist at Shalom Guest House, a faith-based hospitality establishment committed to providing peaceful, clean, and welcoming accommodation and service to guests.

### **Position Details**

- **Job Title:** Receptionist
- **Workplace:** Shalom Guest House, Huye District
- **Type:** Full-time

### **Key Responsibilities**

- Welcome and assist guests in a warm and professional manner.
- Handle check-ins, check-outs, bookings, and inquiries (in person, phone, and email).
- Maintain accurate reservation systems and guest records.
- Manage guest payments and prepare accurate daily financial reports.
- Provide general information and assistance to guests while ensuring excellent customer service.
- Coordinate with housekeeping and other staff for smooth guest experiences.
- Maintain the cleanliness and organization of the reception area.
- Represent the values of EAR Butare by upholding Christian hospitality principles.

### **Qualifications & Competencies**

- Secondary school certificate (A2) in Hospitality, Tourism, Customer Care, or a related field.
- Prior experience in hotel/ guest house reception or front desk operations is an added advantage.
- Strong communication skills in English and Kinyarwanda (French is an asset).
- Computer proficiency (Microsoft Office required; hotel booking systems is a plus).
- Excellent interpersonal, organizational, and multitasking skills.

- Integrity, professionalism, and customer-focused mindset.
- Respectful conduct aligned with the mission and values of the Anglican Church.

## How to Apply

Interested and qualified candidates should submit:

1. A signed application letter addressed to the Bishop of EAR Butare Diocese
2. A detailed CV with at least two referees
3. Copies of relevant academic certificates
4. A copy of National ID or valid identification

All applications should be submitted physically at the EAR Butare Diocese office or sent via email: [earbutare1975@gmail.com](mailto:earbutare1975@gmail.com)

**Deadline:** Friday, 05 September 2025.

◆ **Note:** Only shortlisted candidates will be contacted for the Exam.  
EAR Diocese of Butare is an equal opportunity employer committed to promoting Christian values in all its services.

Done at Huye on 01<sup>st</sup> September 2025

The Rt. Rev. Christophe NSHIMYIMANA  
Bishop of Butare Diocese

