

ADMINISTRATIVE ASSISTANT

We are looking for a Administrative Assistant to join our team and help our organization run as efficiently as possible by overseeing daily operations.

The Administrative Assistant will work directly with the Pastor and may be delegated by the Pastor to work with different staff and volunteer members to ensure the church operates as efficiently as possible.

Qualifications

- Experience in office procedures, data compilation, and record maintenance
- Requires a functional knowledge of organizational operations and procedures to accurately interpret documents and act promptly
- Requires excellent oral and written communication skills, including proofreading
- Must have the ability to observe and maintain a high degree of confidentiality and professionalism
- Must be proficient and detailed-oriented to assist in maintaining an effective office environment
- Must demonstrate creativity, flexibility, foresight, and judgment in anticipating and solving problems
- Must have a strong customer service background and be able to interface with all levels of personnel within the organization in a professional manner
- Must be able to organize simultaneous projects, multi-task, and meet deadlines

Responsibilities

- Efficient delivery of services to clients, colleagues, and external vendors
- Responsible for maintaining high standards of professionalism, efficiency, personal communication, discretion, and independent judgment
- Experience working with internal clients and colleagues as well as external vendors
- Provides a wide variety of administrative and clerical support directly to the Pastor.
- Managing calendars to prioritize activities and to ensure all commitments and deadlines are met
- Supporting and coordinating meetings
- Preparing correspondence, meeting materials, schedules, and other forms of communications
- Assisting staff members with questions regarding policies and procedures and/or directing the issues to the appropriate parties
- Performing standard office tasks, such as answering telephones, ordering of supplies, scanning documentation, and reserving meeting rooms.