

JOB DESCRIPTION

OFFICE ASSISTANT



Purpose: This position provides administrative and secretarial support to church staff and the congregation to ensure effective day-to-day office operations.

QUALIFICATIONS:

Personal:

1. Must demonstrate Christian faith through actions and conduct and maintain a lifestyle consistent with biblical principles upheld by the church.
2. Pleasant personality, relates well with others, and has good public relations skills.
3. Can maintain confidences and is trustworthy.
4. Good organizational and communication skills.
5. Ability to adapt to a variety of circumstances and demands.
6. Aligns with and supports the mission and vision statements of ABIC.

Job Related:

1. Secretarial training and experience
2. Good phone etiquette
3. Proficiency using various programs including Word and Excel
4. Ability and desire to learn new skills
5. Ability to receive directions and carry out instructions to completion
6. Record keeping, filing, and office skills

RESPONSIBILITIES:

1. Assist Office Administrator with attendance records.
2. Receptionist duties including in-person, phone and computer communications.
3. Assist with data entry and record maintenance in church management software.
4. Assist with preparation of daily, weekly, monthly and annual reports and publications
5. Ordering supplies for office and various ministries as requested.
6. Assist with upkeep of office equipment, mailboxes, bulletin boards, and information areas.
7. Data entry into presentation programs for Sunday Services.
8. Provide staff coverage when Office Administrator is out of the office.
9. Perform other duties and assignments as needed.

Reports to: Administrative Pastor