



ADMINISTRATIVE EXECUTIVE

Job Description

The Administrative Executive will provide administrative and operational support to ensure the smooth-running of the Church Office including daily operations, Sunday services, ministry activities, meetings and events.

RESPONSIBILITIES

Pastoral Support:

- Answer phone and door
- Receive deliveries and ensure office spaces are clean and welcoming
- Ensure replenishment of supplies including beverages, ink cartridges, copier paper, toner, batteries, etc.
- Source for vendors and quotes for equipment/projects and purchase as required
- Collect snail mail from ACSJ Reception & process them
 - stamp 'Received' date, distribute
- Manage admin@cairnhillchurch.com
 - retrieve email, delete spam email, forward relevant ones to Pastor's PA and ministry heads with cc: to Pastor & Pastor's PA, follow up if necessary.
- Ad hoc duties:
 - record minutes for staff meeting as required
 - prepare payment vouchers as required
 - prepare headsets for Mandarin-speaking congregation at Family Services
 - print passes for staff & volunteers as required
- Support activities, meetings & events including but not limited to Alpha course, baptism, conferences, Discipleship & Nurture classes, house/office blessing, membership class, outreach events, wake, workshops, etc.
- registration, printing, refreshments, set-up, etc

Operational Support:

- Duties on Saturday
 - ensure materials to be used/distributed on Sundays are brought to respective venues and relevant items are returned to Pastoral Office after service
 - unlock and lock facilities as required
- Duties on Sundays
 - be present on Sundays to help with Pastor-In-Charge and ministry needs as they arise
 - support Pre-Service setup
 - greet and attend to visitors
 - get signatures for payment vouchers and other documents as required

- registration for activities & events as required
- unlock and lock facilities as required

Member Care Support:

- Set up and maintain member care file for hospitalization/bereavement/home/home-bound visitations
- Order wreaths, flowers & fruit baskets as required

Ministry Support:

- ACSJ Teachers' Well-being
 - Purchase birthday cards and gifts. Work with volunteer to prepare birthday cards for PIC to sign and gifts for teachers
 - Purchase fruits (every term), arrange in four baskets to deliver to teachers' lounges and admin office
- ACSJ Boys
 - Prepare meal coupons for boys in Financial Assistance Scheme

Other Responsibilities:

- To participate in all corporate events of the Church
- To be part of a Lifegroup
- To take on any other task assigned by the Pastor-In-Charge or supervisor

REQUIREMENTS

- Humble, open, collaborative, and team-oriented in working style
- Servant's heart, willingness to grow, and positive attitude towards ambitious challenges
- Strong communication and interpersonal skills in English
- Conscientious, meticulous and accurate in work
- Able to work up to 40 hours during the week including on Sundays

EDUCATION AND EXPERIENCE

- Diploma holders & above
- Minimum 3 years of working experience in administrative capacity
- Proficient in Microsoft Office and familiar with various digital working tools and online collaboration tools.
- Proven working experience in in a church, not-for-profit and/or private sector will be bonus.

TO APPLY

We invite candidates with suitable experience and qualification to write to Rev Dr William Sam at william@cairnhillchurch.com.

Only shortlisted candidates will be notified.