

## **Position: Office Administrator**

### **Job Statement**

We are looking for a reliable Office Administrator who will undertake administrative tasks provided to ensure the Pastor has adequate support to work effectively. The Office Administrator will work efficiently with minimal supervision from the Pastor (or Board chairman in the absence of Pastor). The ideal candidate will be competent in communication and prioritization, and should be self-motivated and trustworthy. The Office Administrator ensures the smooth operation of church administration to contribute to the church's health and growth. Since the church carries out official business in both English and Chinese, the candidate must be fluent in both languages. Good writing skills in both languages is highly preferred.

### **Required Qualification**

- High school diploma or higher education
- Proficiency in English and Chinese (writing, reading, and speaking)
- Strong communication and interpersonal skills
- Strong organization skills for office environment and files
- Strong time and task management
- Strong attention to details
- Good understanding of document organization
- Fluency in Microsoft Office (Word, Excel, Powerpoint)
- Good understanding of church offering, book-keeping, budget, payroll, disbursements, and church & clergy tax
- Adherence to corporate principles in the protection and administration of the church

### **Preferred Qualification**

- 2 or more years of experience in similar position
- Qualifications in secretarial studies
- Leadership skills
- Familiarity or ability to learn new software platforms for church communications and management
- Adherence to Biblical principles in work attitude and church matters
- Graphic design skills for church production

### **Terms of Employment**

1. Employment Type: Part-time Employee, with the possibility of extending into a full-time position as the church grows in size and financial capacity
2. Hours of work per month: 10 to 20 hours
3. Compensation
  - a. Base Wage: \$15-18/hour, depending on experience and abilities
  - b. Payment on the first Sunday of each month
4. Benefits: None for part-time employees
5. Termination: Employment may be terminated at will by either employer or employee with a minimum 30 calendar day notice. Actions committed by the employee deemed at the discretion of the church Board of Deacons as a gross violation of ethics is one such reason for termination.

If you are interested in this position, please email your resume to [apply@slo5c.org](mailto:apply@slo5c.org)