



## **Office Administrator Job Announcement**

Looking for an Office Administrator for a busy church office. Must be reliable, responsible and have good attendance, work well under pressure, excellent typing, strong Word, Publisher and Internet skills. PowerPoint and Excel experience helpful. Should have excellent communication skills, be a fast learner, self-motivated and able to work well with others. Office and customer service experience preferred. 40-hours a week, Tues - Sat.

### **As the Office Administrator you will:**

- Oversee the front office and reception desk by providing the highest level customer service to staff, church members and guests.
- Perform a variety of administrative tasks including:
  - Preparing correspondence, bulletins, etc.,
  - Scheduling & supervising receptionist & office volunteers
  - Maintain busy church calendar
  - Answer questions and schedule facility use
  - Maintain office equipment and order supplies
- Screen and assist office visitors and incoming calls
- Prepare and maintain confidential information
- Conduct special projects, as requested.
- Assist with special events, funerals, etc.
- Attend weekly staff meetings

### **Qualifications:**

- Born-again Christian with regular and consistent church attendance
- Previous administrative experience
- Strong computer skills; especially Microsoft Word, Publisher & PowerPoint.
- Excellent organizational skills and ability to multi-task, prioritize, and follow through on assignments
- Excellent written, verbal communications and interpersonal skills.
- Ability to work well under pressure, to handle confidential and sensitive information with discretion and work independently

### **We offer:**

- Competitive salary
- Dental Plan
- 401K match
- Vacation, Personal Leave and Paid Holidays

Please email your cover letter and resume to [denise@cbsr.org](mailto:denise@cbsr.org).