

Administrative Assistant

OFFICE DUTIES (General)

- Answers the telephone and direct calls to appropriate individuals
- Receives, sorts and distributes incoming mail
- Monitors incoming emails, answers or forwards as required
- Prepare outgoing mail for distribution. Picks up mail from mailbox and properly distributes
- Fax, scan and copy documents
- Updates and maintain databases such as mailing lists, contact lists for other Baptist agencies, such as the Union, and the General Baptist, etc.
- Maintain office files and church documentations (including electronic material) for easy retrieval
- Keep Pastor and appropriate leaders, etc. abreast of members' illnesses, etc.
- Maintains the church and pastor's calendars, (as requested)
- Coordinate and train volunteers working in the church office
- Ensure that office equipment is maintained and in workable condition, and stocked with paper, toner, etc.
- Maintain adequate inventory of office supplies for the office and various departments. Consults with department heads regarding their administrative support and/or office supply needs. (Departments and/or individuals must submit clean written or typed drafts required for special programs. Such material must be approved by the pastor in advance.)
- Purchase office supplies. Orders equipment only when properly authorized.
- Work closely with the Pastor and Budget Committee in making preparations for establishing the yearly church budget
- Ensures, when needed, a copy of the budget is available
- Other duties as assigned by the pastor and/or his designee

EDUCATION AND EXPERIENCE

- Two year associate degree
- Business and/or college degree an advantage
- Previous office experience required
- Competent computer skills including MS Office or equivalent. Must be proficient in Word, Excel and Powerpoint
- Technology/Internet skills including use of e-mails, group messaging and data collection. Will be required to learn and master the work needed for the church website and evolving use of technology
- Numerical and literacy skills required
- Excellent grammar skills required

KEY COMPETENCIES

- Should be able to keep the confidence of pastor, members, and businesses. Ensure that all records, conversations and confidentiality meet the highest standards with regard to documentation, handling, and privacy. ***Indiscretions are reasons for termination.***
- Organization and planning skills.
- A self-starter (must be able to work without direct supervision)
- Must be able to maintain a flexible work schedule

OTHER

- Ability to lift 25 pounds
- North Carolina 's license
- Criminal background check (only the individual who is selected as the successful candidate will be subjected to the background check)
- Dress appropriately for the church office

March 13, 2017