



高貴林宣道會
WESTWOOD ALLIANCE CHURCH
3129 Ozada Ave Coquitlam B.C. V3B 2T6
Tel: 604-945-5850 Web: westwoodac.org

Hiring

TITLE: Administrative Assistant

WORKING HOURS: Minimum 30 hours/week

SALARY: \$21 to \$23/hour (depending on qualifications)

► QUALIFICATIONS:

- Committed to the overall mission and success of our church
- Knowledge and experience with computers, Microsoft Office, databases, websites and Chinese typing
- Have effective speaking, writing, editorial and publishing skills
- Strong organizational / record-keeping skills
- Ability to maintain confidentiality
- Active team member capable of working independently and self-motivated.
- 3+ years' related experience, with church administrative experience desirable
- English proficiency is a must, and the ability to engage in Cantonese and Mandarin conversations is expected

► PURPOSE OF POSITION:

The primary function is to support and facilitate all activities of the church office as a team, as well as perform reception duties. This person would report directly to the Administrative Officer.

► JOB DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

- Support church events in:
 - scheduling facility bookings,
 - communication with members, staff and leaders,

- clerical and venue preparation, including bulletins, signage, etc
- assisting with the event as and when required
- Assist the Administrative Officer in maintenance and property management:
 - Operate and maintain equipment
 - Maintain the church's tidiness with janitors
 - Arrange maintenance and property-related works
- Perform office administrative and clerical duties
 - Maintain office operations
 - Maintain proper church records, including membership, directory, baptism, etc.
 - Assist pastoral staff/elders/deacons when called upon
 - Receptionist duties: answering incoming phone calls, mailings, directing visitors, etc.

► OTHER GENERAL EXPECTATIONS INCLUDE:

- Should always exhibit professionalism, demonstrated by a well-groomed appearance, conscientious work ethic, teachability and accountability.
- Should be willing and able to work at a fast pace within a variety of settings and circumstances, with composure and flexibility.
- Should be ever conscious of the need for confidentiality.
- Should be a person who gives extreme attention to detail with an eye for excellence.

Please direct inquiries or send a cover letter and resume to: careers@westwoodac.org

Job Descriptions can also be downloaded from the church website at www.westwoodac.org