

## Available Position

# Admin Assistant, Ministry Support



**International Baptist Church of Singapore (IBC)** is a multi-national and multi-cultural church that seeks to unite all people to Christ in love by making disciples for the glory of God - a community of sinners saved by the grace of God through Jesus Christ and inspired by the Holy Spirit. We seek to glorify God, nurture one another and express the love of God both in words and deeds.

We greatly value the inclusive nature of our church family that comes from a diverse array of multi-national and multi-cultural backgrounds. The ideal candidate must share these same values and bring a heart full of love for all of God's children.

If you are called to serve in God's kingdom in IBC, please submit your resume or CV to [searchcommittee@ibcs.org](mailto:searchcommittee@ibcs.org). Only short-listed candidates will be notified. We look forward to hearing from you!

## Overview

The Administrative Assistant, Ministry Support provides administrative support to the assigned Ministerial staff in carrying out the operational responsibilities of the Church and reports to the Church Administrator. The person in this position uses initiative and discretion in interaction with staff, congregants and visitors. Because of the nature of the role, this individual must demonstrate a high level of trust and the ability to protect the reputation and integrity of others through strict confidentiality.

The successful candidate carries out these functions while providing a cheerful and organized atmosphere for all who enter or contact the Church, meeting the needs of staff, guests, volunteers, and congregants with care and discretion.

## Responsibilities

### Ministry Support

- Provide administrative support for designated members of the assigned Ministry including scheduling appointments, meeting and travel requirements, preparing and mailing correspondence, emails, handling messages and in-coming mail; preparing reports, presentations, etc.

### Office/Clerical Support

- Assist with screening and routing of incoming calls and visitors to the Church office; warmly greeting persons with a friendly, courteous and helpful attitude; providing pertinent and appropriate information to callers and/or visitors.
- Monitor and maintain office supplies.
- Attend ministry events as necessary.
- Attend Administrative Staff and Senior Staff meetings as required
- Other duties as assigned or called upon to assist including
  - preparation and processing of the weekly church bulletins and other special service bulletins or programs.
  - providing clerical, administrative or communication support to other ministries where required.

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# Admin Assistant, Ministry Support



## Requirements and Qualifications

1. Have a minimum of 2 years of experience in an executive level administrative position, preferably supporting multiple principals.
2. Strong English language written and verbal communication skills.
3. Proficiency in the Microsoft Office Suite programs (Word, Excel, PowerPoint); Proficiency with desktop publishing, Facebook and/or web page skills are a plus.
4. Good organizational skills; ability to multi-task and handle requests from multiple sources.
5. Ability to work as part of a team.
6. Have a caring attitude, excellent people skills, high integrity and exercise strict discretion and confidentiality.

## Salary Range

Monthly Salary: \$2000 to 3000 (depending on qualifications and experience)

## How to Apply

Interested candidates should email their letter of intent and CV to [searchcommittee@ibcs.org](mailto:searchcommittee@ibcs.org)