

Available Position

Asst Church Administrator



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. Only short-listed candidates will be notified. We look forward from hearing from you!

Overview

The Assistant Church Administrator (ACA) reports to the Church Administrator (CA) and will work with the CA to facilitate the effective and efficient support of church operations and activities. The role will include finance, human resource and building operations activities.

Responsibilities

The ACA will support the CA to:

- Oversee IBC's financial, human resource, office administration and building facilities maintenance activities.
- Ensure compliance to Singapore Registry of Societies (ROS) regulations, Singapore building, security, fire & safety codes.
- Advise IBC Leadership on the relevant government regulations associated with being a religious organisation.
- Create and implement policies to enable the efficient and transparent operations of the church activities in keeping with government rules and regulations.
- Assist the Senior Pastor and the church leadership in providing the required governance oversight of church activities.
- Support the various church ministries and leaders in the execution of their mission.
- Support and perform any other roles and responsibilities as assigned by the Senior Pastor or CA.

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Requirements and Qualifications

Education: Bachelor's Degree in human resources, business administration, finance, or related field

Experience:

- At least 5 years (preferred) in an administrative leadership/manager position
- Familiarity in the areas of human resource and finance

Others:

- Good inter-personal and communication skills with good command of English language, written and verbal
- Comfortable working in a highly visible role
- Strong analytical and problem-solving skills
- Experienced in mediation and conflict resolution processes
- A proven leader with strong interpersonal skills, keen to motivate and effectively educate and connect department managers and employees regarding all church policies and HR matters
- Attentive listener; understanding, empathetic, and personable
- Ability to work as part of a team
- Familiarity in using Microsoft Office (Excel, Word, PowerPoint)
- Experience in working in a multi-ethnic/cultural organisation, preferably a church, would be an advantage

Salary Range

Monthly Salary: \$3000 to 5000 (depending on qualifications and experience)

How to Apply

Interested candidates should email to searchcommittee@ibcs.org