

**Grace Bible Church
1912 Central Parkway
Florissant, MO**

(Send Resumes or Questions to Gbcfinance28@gmail.com)

Position: Administrative Assistant
Position Type: Hourly
Hourly Rate 16.40
Weekly Hours 16
Weekly Regular Schedule Monday-Thursday (10a-2p)

Reports to: Pastor

General Description: Under general supervision of the Executive Administrator and in accordance with established procedures and source documents, performs routine duties required to answer and forward calls to appropriate persons and provide administrative support to the Pastor and Executive Administrator. Serves as the Church's first contact by telephone and in the office. Must demonstrate a knowledge of the Church's purpose and business and must professionally assist the Pastor and those that call and visit our church.

Education & Knowledge: Position requires common sense, decision-making ability. Advanced use of office equipment required which includes personal computers and appropriate software. Proficiency in Microsoft Word (or an equivalent word processing software) **required**: proficiency in Microsoft Office (PowerPoint, Excel, Publisher) a plus. Education equivalent to a high school education with additional administrative education training desired.

Experience: Minimum of three years secretarial and general office experience necessary.

Functions:

1. Answer incoming calls; determine the nature of business, forward calls to appropriate person, taking messages when person is unavailable.
2. Greet guests arriving at Grace Bible Church, lead them to appropriate person, make sure guests are comfortable while waiting for party.
3. Manages all church mail, incoming and outgoing. Open, sort and distribute mail daily to appropriate persons. Responsible for mailing bills, packages, letters etc. This includes getting mail to Post Office as necessary and purchasing stamps.
4. Office organization including but not limited to:
 - a. Manage file organization which includes keeping paper copies of sermons, bulletins, correspondence, POs, invoices, projects/events, meetings, other documents as necessary. Archive files as they age and establish and maintain file log of all files.
 - b. Maintain the cleanliness of the office and conference areas.

5. Organize church magazines/newsletters/periodicals. Keep current issues and maintain files for past issues.
6. Typing/Word Processing which includes letters, correspondence, reports, agendas/material for meetings, classes, bulletin, new member class list and letters, Bible Study/Connect Group material, ministry schedule and other documents as necessary.
7. Maintains and orders general office supplies and materials as approved by ministry heads, deacons/elders and Pastor.
8. Maintain all office equipment including but not limited to telephone, fax, copier, and computers. This includes service calls and general maintenance.
9. Manage copy jobs/requests which includes copying letters, correspondence, reports, material for meetings, classes etc. Sort, staple and put together class material and assist others with copy jobs.
10. Send and receive email documents and distribute appropriately.
11. Maintain answering machine. Keep current greetings on mailboxes and distribute message to appropriate individuals.
12. Provide confidential administrative support to the Pastor and Elders as necessary.
13. Other identified activities

Competences

1. Must have a heart for the Church and be a follower of Christ.
2. Ability to perform diversified duties
3. Ability to communicate professionally
4. Ability to work under general supervision, proceed alone on regular duties, referring questionable cases to supervisor as necessary
5. Ability to work with confidential data.
6. Ability to maintain a positive attitude and work atmosphere by behaving and communicating with internal and external contacts in a manner using considerable tact required to achieve results.
7. Ability to pass criminal background check.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.