



Community Church is an English-speaking, international, interdenominational church in the heart of Hong Kong Island. We are looking for an Administrative Assistant with a passion for the Lord, experience in administrative work and strong computer skills.

Job Title: Administrative Assistant:

Overview:

This is a full-time position working under the Church Manager, supporting the office in its operations.

Duties and Responsibilities:

- Provide support to Pastoral and office staff with general administrative needs.
- Ordering supplies, food, and materials, completing requisitions and purchase orders, and travel arrangements for ministries and events.
- Create weekly bulletins, newsletters, sign-up sheets, and other materials for use.
- Edit and proof-read documents and format materials as needed.
- In charge of general phone line and general church email account for all inquires.
- Keep track of weekly attendance, sign-ups, calendar of events, room bookings and church member database (CCB).
- Maintain and oversee the operation of CCB and church library.
- Provide support to ministry requests in administrative needs.
- Keep track of petty cash and works with bookkeeper as needed.

Skills and Competencies:

- Strong computer skills with proven proficiency in MS Office including Outlook, Word, Excel and Power Point and Google docs. Experience with desktop publishing software and Photoshop a plus.
- Ability to work under pressure, handle demands of multiple people and priorities, functioning independently or in coordination with others.
- Ability to handle routine work as well as special assignments, willingness to develop new skills.
- Consistently exercises good judgment regarding priorities and workflow. Ability to initiate projects, consulting with appropriate staff as needed, and see tasks through to completion.
- Ability to work in a collaborative team environment.
- Ability to present oneself professionally.
- Ability to maintain confidentiality.
- Ability to work independently with little supervision.
- Strong English and Chinese spoken and written skills.

The Administrative Assistant will report to the Church Manager, and work closely with the pastors and other leaders. The position is full-time, and includes work hours on Sunday morning. More information about Community Church can be found at www.communitychurch.hk. If interested, please send a cover letter and resume to hr@Communitychurch.hk. We look forward to hearing from you.