

**ADMINISTRATOR
ADMIN &
EVENTS
DEPARTMENT**

**ST. JOHN'S-
ST. MARGARET'S
CHURCH**

**ADMINISTRATOR - ADMIN & EVENTS
DEPARTMENT (FULL-TIME)
FOR ST JOHN'S - ST MARGARET'S CHURCH**

DUTIES & RESPONSIBILITIES

Manage administrative duties for events management and worship services

Administrative duties for events management

- plan and prepare Gantt chart/timeline for church wide events
- liaison with vendors and ministries
- collaboration with internal ministries for manpower needs
- conduct briefing for members' volunteers
- assist the operations team in Ad hoc events or church wide events.

Administrative duties for worship services include

- support regular weekend services
- performing duties at the Info Desk
- preparing schedules for worship and preaching, and sacristy teams
- supporting church level events and services (e.g. Lent and Advent season)

REQUIREMENTS

- Minimum GCE "A" level or Diploma equivalent
- Minimum of 5 years administrative & events management experience
- Strong spoken and written communication skills are required to collaborate with various key ministries
- Able to work well in a team as well as independently, and under tight timelines
- Proficient in MS Office Applications

CVs with supporting documents and relevant referees should be sent to: hr@sjsm.org.sg