



OPERATIONS ASSISTANT

CHAPEL OF THE RESURRECTION

OPERATIONS ASSISTANT FOR CHAPEL OF THE RESURRECTION

This role will be responsible for general maintenance, cleanliness, upkeep, safety and security of the Church and ensure smooth running and execution of weekly worship services, prayer meetings, and church events. In addition, this role will also act as the church's Data Protection Officer.

DUTIES & RESPONSIBILITIES

- Responsible for general maintenance, cleanliness, upkeep, safety and security of the Church
- Ensure proper inventory, storage, repair, upkeep and maintenance of the church's facilities including lift/ Air Conditioning and Mechanical Ventilation System (ACMV) /Audio-Visual and Lighting (AVL) equipment, IT infrastructure, telephone system, office stationery and equipment, service logistics and etc.
- Coordinate and liaise with vendors, contractors and suppliers of ACMV/ IT/ AVL-related goods and services to the church
- Coordinate and supervise the work of the cleaners
- Obtain quotations and liaise with PCC on matters relating to the purchase of ACMV/ IT/ AVL-related goods and services, as well as all facility maintenance-related purchases
- Coordinate and liaise with other stakeholders within the Diocesan Centre Building/ St Andrew's Village on matters of property management, carpark, security, fire safety and etc.
- Coordinate and work with service staffs and volunteers from Welcome/ Hospitality/ Operations ministries to ensure smooth running and execution of weekly worship services, prayer meetings, Annual General Meetings and church events
- Provide support for the rooming, logistical and IT needs of congregational and non-congregational worship and provide event support
- Development of the church's safe management guidelines and plan and ensure compliance
- Work with Service Pastors/staffs to facilitate Service/event registration
- Act as the church's Data Protection Officer
- Advise the staff team/ PCC on matters relating to the Personal Data Protection Act (PDPA)
- Coordinate and work with staffs and volunteers to ensure compliance of the church's activities and programs to the Personal Data Protection Act (PDPA)
- Any other duties as assigned



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REQUIREMENTS

Qualifications and Experience

- Diploma in disciplines related to Building, Facilities and Estate Management
- At least 2-3 years' experience in Property and Facility Management

Knowledge, Skills & Abilities

- Possess good facilities knowledge and related regulatory requirements
- Proficient with MS Office and Zoom
- Proactive, responsible and team player
- Must be able to prioritise and multi-task
- Attention to details, possess initiative with a positive mind-set and hardworking

Please email sengyang@cor.org.sg with your resume, expected salary and notice period. Only shortlisted applicants will be notified.