



## MINISTRY ADMINISTRATIVE EXECUTIVE

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## ST ANDREW'S CATHEDRAL

### **MINISTRY ADMINISTRATIVE EXECUTIVE FOR ST ANDREW'S CATHEDRAL**

St Andrew's Cathedral (SAC) is an Anglican church in Singapore which runs approximately 15 worship services each week. It is the main Cathedral church of the Anglican Diocese of Singapore and serves as the mother church of 27 parishes. SAC is located near the City Hall MRT Station, in the Central Business District.

### **DUTIES & RESPONSIBILITIES**

Work closely with the Head of Administration & Operations to:

#### *Primary Duties & Responsibilities:*

- Work closely with the service pastors and service coordinators to compile the orders of service for the worship services
- Connect and communicate with the service teams on the requirements for the worship services
- Coordinate the roster of volunteers serving at the worship services
- Support worship services and other events and activities as needed; including (but not limited to)
- Help to organise events and activities
- Reserve the venue(s) and coordinate with the Operations Team on the facilities and logistics needed
- Attend to queries from worshippers and visitors
- Liaise and coordinate with SAC Mandarin Congregation on the use of facilities
- Liaise and coordinate with external organisations regarding the requirements for events to be held in SAC, and arrange and coordinate SAC internal resources for such events as needed

#### *Secondary Duties & Responsibilities:*

- Assist with membership checks and updates
- Respond to queries and correspondence received via email, telephone and other media
- Join SAC staff to perform ad-hoc duties for special events
- Perform other duties as assigned by the line manager/ Vicar/ Associate Vicar
- Attend and be involved in staff and church events, including weekly staff devotion, staff and admin team meetings, staff events, staff retreats, church prayer meetings and church camps



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### REQUIREMENTS

- Singaporean or Singapore PR
- Good team worker
- Good verbal and written communication skills
- Good interpersonal skills; able to manage sensitive and confidential situations with tact, professionalism and diplomacy
- Good organisational skills and attention to detail
- Proficient in MsOffice applications
- Familiarity with Google Workspace will be an advantage
- Minimum GCE "A" Levels or Diploma equivalent in any discipline
- Willing and able to work in the evenings, and on weekends

Salary will be commensurate with qualifications and work experience.

Please apply to [hr@cathedral.org.sg](mailto:hr@cathedral.org.sg) with your updated resume, expected salary and notice period. Only shortlisted applicants will be notified.