

ADMIN ASSISTANT (CHINESE)

ST ANDREW'S COMMUNITY CHAPEL

ADMIN ASSISTANT (CHINESE) FOR ST ANDREW'S COMMUNITY CHAPEL

St Andrew's Community Chapel is a community of faith rooted in the love of God. We believe worship is not just found in prayer, it's something expressed in everything we do. Our philosophy is deeply rooted in the Holy Scriptures, life's only guidebook.

DUTIES & RESPONSIBILITIES

Reporting to the Executive Officer, the incumbent will be responsible for all administrative support to the parish, and also a focal point on administrative support to the Chinese Congregation (matrix reporting to Chinese Congregation Priest-in-charge).

- Provide administrative support to church office
- Handling general enquiries through various communication channels
- Update of pastoral record for the Chaplains in the hospital
- Support chapel services on weekdays

REQUIREMENTS

- Minimum 'O' Level
- Proficient in Microsoft Office (Words, Excel and Powerpoint)
- Bilingual (able to read and write both languages – English, Chinese)
- Able to translate materials from English

Please apply to bridget_tan@sacc.org.sg with your updated resume and expected salary.