

## GROUP ADMINISTRATOR, CHURCH OPERATIONS

## ST JOHN'S - ST MARGARET'S CHURCH

### **GROUP ADMINISTRATOR, CHURCH OPERATIONS ST JOHN'S - ST MARGARET'S CHURCH**

We are an Anglican church of the Diocese of Singapore. We are located on a little hill on Dover Avenue, close to Singapore Polytechnic, ACS(I) and many other educational institutions. Founded in 1971, we now meet over worship services in four language-streams - English, Chinese, Tamil and Filipino. We also conduct youth services and junior church services weekly.

Support Church Operations in managing group-level administrative work.

#### **DUTIES & RESPONSIBILITIES**

- Support general administration of SJSM Village integration and operations.
- Support general administration of church AGM and events.
- Manage content on the staff intranet system to ensure accuracy.
- Manage and coordinate requests for the use of space by external organizations and village entities.
- Support HR functions in: onboarding of new hires; filing of MOM surveys; administer staff benefits (insurance claims, leave processing, long service awards, etc).
- Assist in staff training processing and filing for grants; provide support on use of HRMS; and processing of payroll, CPF, IRAS and other regulatory contributions.
- Manage staff fund accounts.
- Perform other group-level administrative duties as assigned by the supervisor.

#### **REQUIREMENTS**

- Minimum a Diploma in HR/Administration or equivalent.
- Minimum 3 yrs working experience as an administrator.
- Good organizing and execution skills.
- Good teamwork and interpersonal skills.
- Familiar with processing payroll using PayDay an advantage.
- Good knowledge of MOM labour requirements.
- Good working knowledge of MS office such as word document, excel spreadsheet and powerpoint.

Interested applicants may apply to [hr@sjsm.org.sg](mailto:hr@sjsm.org.sg) with your updated resume.