

TEAM LEAD, ADMINISTRATION & EVENTS MANAGEMENT (CHURCH OPERATIONS)

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.

To lead, supervise and manage a team of administrative staff to provide office and worship services' administration, and to ensure smooth operation of activities and function of the church.

DUTIES & RESPONSIBILITIES

- Provide supervision and operational directive to the secretariat team on office administration, church membership database, worship services' and events management matters.
- Ensure smooth operation of office administration, provide liaison and coordination between ministries and operation teams.
- Ensure smooth operation for weekly services, provide liaison and coordination with respective congregations and ministries.
- Provide guidance and care to ministry administrators including organizing skill-based and personal development training.
- Manage and maintain Church Master Calendar and Events & Special Services list.
- Assist Vicar's Office to plan and assign manpower resources to church wide activities, services and major events.
- Plan, manage and monitor Admin & Events Management Department's budget and expenditure.

REQUIREMENTS

- Minimum a degree in Management Studies or other discipline.
- Minimum of 2 years of experience as an administrative manager. Experience in events management is an advantage.
- Good management, communications and inter personal skills.
- Able to work well in a team as well as independently and under tight timelines.
- A team player to facilitate collaboration work across ministries.
- Proficient in MS Office Applications.

Interested applicants may apply to hr@sjsm.org.sg with your updated resume.

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ST JOHN'S - ST MARGARET'S CHURCH