



ADMIN ASSISTANT

HOLY TRINITY CHURCH (ANGLICAN)

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Holy Trinity Church (Anglican) was initiated way back in 1941 and granted Parish status in 1958, making her one of the earlier Chinese Church with dialect-speaking congregations to become a parish in the Diocese of Singapore.

Today, keeping up with the language shift within Singapore, the church has evolved to have English and Chinese-speaking worship services. We endeavour to be a caring community of believers in Jesus Christ our Lord and Saviour and seek to fulfil the Great Commission in the power of the Holy Spirit.

We are recruiting for an Admin Assitant to provide administrative support to the Parish as well as ministry support to the English Congregation's Worship Ministry, Youth Ministry, and Children Ministry.

DUTIES & RESPONSIBILITIES

- Service Preparation for Sunday worship service, prayer meetings, special services, and events
- Manage Membership Database and provide backend support for baptism/confirmation/transfer etc.
- Manage Facility Booking
- Provide administrative support for English Congregation AGM
- Filing and statistical reporting
- Duties as and when assigned by supervisors

REQUIREMENTS

- Minimum 'O' Level
- Proficient in Microsoft Office (Words, Excel, PowerPoint and Publisher)
- Preferably bilingual (able to read and write both languages – English, Chinese)
- Salary will commensurate with qualifications and work experience within an NPO/ Anglican church context.

Interested applicants please write to:
angelia.teo@holytrinitychurch.org.sg