

ADMIN OFFICER

ADMIN OFFICER FOR CHURCH OF THE EPIPHANY

The Church of the Epiphany (COTE) has a history that goes back to the 1930s, when South Indian immigrants, who lived in Jalan Kayu and the Royal Air Force Base in Seletar, became a significant reason for her birth. Though situated along Jalan Kayu, Epiphany carries on the vision of her forefathers of reaching out to the communities in Ang Mo Kio, Punggol, Sengkang, Woodlands and Yishun.

Over the years, many have witnessed the Lord's favour and grace over Epiphany, Today, this vibrant and joyful parish has services conducted in Tamil, English and Mandarin.

Church of the Epiphany is recruiting for an Admin Officer to provide administrative and secretarial support to the Vicar and the Parish. As a crucial member of the Church Office, the Admin Officer will be responsible for all administrative functions of the Church Office and its operations.

DUTIES & RESPONSIBILITIES

- Provide secretarial support to the Vicar
- Provide day to day administrative support to the church office and various church events/ programmes
- Prepare weekly Church bulletin
- Consolidate monthly volunteer schedule/roster
- Maintain the church calendar of events
- Handle general enquiries through various communication channel
- Liaise and coordinate with COTE Congregations (such as Tamil, English, and Mandarin) on admin related matters
- Any other administrative duties as assigned by the Vicar

REQUIREMENTS

- GCE O' Level or Diploma Holder equivalent
- Proficient in Microsoft Office (Words, Excel, PowerPoint)
- Preferably Bilingual (able to read, write and translate resources in both English and Tamil languages)
- Adequate experience in Minutes Writing
- Able to multitask and handle deadlines with accuracy and attentiveness to details independently
- Strong communication and interpersonal skills
- Able to work on weekends, especially Sundays

Interested applicants may apply to hon.secretary@churchoftheepiphany.sg with your updated resume.

CHURCH OF THE EPIPHANY