



ADMINISTRATIVE EXECUTIVE

ST GEORGE'S CHURCH

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St George's Church is a growing, multi-national, multi-cultural, Christ-centered body of believers that gives glory to God. Our vision is to:

Declare: Proclaim and promote the gospel in Singapore and beyond.

Prepare: Equip one another for mission and ministry.

Care: Reach out in love for one another and for our community in the name of Christ.

St George's Church is recruiting for an Administrative Executive to provide PA support to the Church Vicar, perform administrative duties and serve in church operations.

DUTIES & RESPONSIBILITIES

- Provide PA support to Vicar and Manager
- Prepare material for Worship Services
- Manages Calendar of Events and Room Bookings
- Update and maintain Membership database, church website
- Supports various Ministry teams
- Performs general Church Administration duties and support for church events

REQUIREMENTS

- Diploma holder or equivalent.
- 2 years working experience in admin and support or 3 to 5 years of relevant work experience
- Proficient MS365 and other computer applications
- Ability to multi-task, to prioritize tasks
- Excellent in written, communication and interpersonal skills
- Able to work on weekends, when rostered

Interested applicants please write to:
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