



## **ADMINISTRATIVE OFFICER (MEMBERSHIP) DIOCESAN CENTRAL ADMINISTRATION**

The Anglican Diocese of Singapore (DOS) has under her umbrella, 27 churches, community services, schools and chaplaincies. The Diocesan Central Administration (DCA) is the corporate headquarter for DOS.

### **DUTIES & RESPONSIBILITIES**

- Provide admin support for all parish membership related matters
- Provide guidance to parishes in adhering to Diocesan standard operating procedures and guidelines pertaining to parish membership and confirmation matters
- Extract / obtain annual parish and (overseas) deanery statistics (attendance, baptism, communicants etc.)
- Coordinate confirmation schedule with Bishop and parishes
- To upkeep records in Data Management Programme (DMP) and to mitigate system issues as encountered by users
- Responsible for all matters relating to Diocesan Membership including baptism, confirmation, transfer matters.
- Any other duties as assigned by the CAO

### **REQUIREMENTS**

- Possess at least a Diploma in Administration or other relevant fields
- Fluent in English (speaking and written), ability to converse in Mandarin will be an advantage
- Able to maintain high level of integrity and competency in keeping confidentiality of information and related documents
- Good with interpersonal skills
- Meticulous, responsible and independent worker
- IT Savvy

Salary will commensurate with qualifications and work experience.

Please send your updated resume to [hr@anglican.org.sg](mailto:hr@anglican.org.sg) along with your recent photograph, expected salary and notice period.

**Only shortlisted applicants will be notified.**

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