



ST GEORGE'S CHURCH

ADMINISTRATIVE EXECUTIVE

ST GEORGE'S CHURCH

ADMINISTRATIVE EXECUTIVE FOR ST GEORGE'S CHURCH

St .George's Church is a growing, multicultural, Christ-centered body of believers, giving glory to God as we:

DECLARE – proclaim and promote the gospel in Singapore and beyond;

PREPARE – equip one another for mission and ministry; and

CARE – reach out in love for one another and for our community, in the Name of Christ.

DUTIES & RESPONSIBILITIES

- Prepare materials for worship services
- Manage calendar of events, online registration and room bookings
- Provide admin support to Vicar and Manager
- Update and maintain database for membership
- Support ministry teams and perform general admin duties

REQUIREMENTS

- Diploma

Interested applicants may apply to peter.khoo@stgeorges.org.sg with your updated resume.