

ADMINISTRATIVE ASSISTANT - MANDARIN CONGREGATION

CHURCH OF THE TRUE LIGHT

ADMINISTRATIVE ASSISTANT - MANDARIN CONGREGATION (行政助理) FOR CHURCH OF THE TRUE LIGHT

Church of the True Light is a growing, multi-generation, and multi-lingual Church. Its vibrancy and diversity in ministries are a living testament to the enduring love of the True Light (John 1:9).

真光堂是一间不断成长、多代同堂和多语崇拜的教会。我们充满多元及活力的事工正是真光长存之爱的活生生的见证（约翰福音 1:9）

RESPONSIBILITIES

- Prepare materials for worship services
(准备主日崇拜的材料)
- Update and maintain the database for membership
(更新和管理会友的数据库)
- Support ministry teams and perform general admin duties
(支援事工团队并履行一般的行政职务)
- Scheduling of service roster for lay members
(安排会友事奉的轮值表)
- Other admin duties as assigned by the Executive Officer
(由行政主管的所指定的其他行政工作)

REQUIREMENTS

- Able to speak and write Mandarin
(能够说写中文)
- Able to converse in simple English
(能够用简单的英语交谈)
- Minimum 'O' level education
(至少拥有“O”水准文凭)
- Good working knowledge of Microsoft Office software
(PowerPoint, Word, Excel, etc)
(能够使用和掌握微软办公软件（如PowerPoint, Word, Excel, 等）)
- Good team player and willingness to learn
(具有良好的团队合作精神，及受教的意愿)

Interested applicants please write to: brenda.loy@truelight.org.sg