

ADMIN ASSISTANT (ENGLISH)

ST ANDREW'S COMMUNITY CHAPEL

ADMIN ASSISTANT (ENGLISH) FOR ST ANDREW'S COMMUNITY CHAPEL

St Andrew's Community Chapel (SACC) was launched as an extension of St Andrew's Cathedral and All Saints' Church. On 22 May 2003, SACC became a full-fledged parish of the Anglican Diocese of Singapore, with both English and Mandarin Congregations.

DUTIES & RESPONSIBILITIES

Reporting to the Executive Officer, the incumbent will be responsible for all administrative support to the parish, and also a focal point on administrative support to the English Congregation.

- Provide administrative support to church office
- Handling general enquiries through various communication channels
- Update of pastoral record for the Chaplains in the hospital
- Support chapel admin

REQUIREMENTS

- Minimum 'O' Level
- Proficient in Microsoft Office (Word, Excel and Powerpoint)
- Bilingual (able to read and write both languages – English, Chinese)
- Able to work on Sunday to support Services

Please apply to bridget_tan@sacc.org.sg with your updated resume and expected salary.