



ADMINISTRATOR FOR ST ANDREW'S CATHEDRAL

Saint Andrew's Cathedral (SAC) is an Anglican church in Singapore which runs approximately 15 worship services each week. It is the main Cathedral church of the Anglican Diocese of Singapore and serves as the mother church of 27 parishes. SAC is located near the City Hall MRT Station, in the Central Business District.

The Administrator is responsible for the efficient and seamless execution of activities and services. This role involves coordinating various aspects of event preparation, managing administrative tasks, and ensuring a positive experience for both the visitors and the congregation.

DUTIES & RESPONSIBILITIES

Administrative Tasks:

- Maintain accurate records of small groups, activities, and other relevant data.
- Manage church calendars and schedules, coordinating room bookings and scheduling conflicts.
- Handle correspondence, emails, and phone calls related to event preparations and administration.
- Assist with the development and implementation of event-related policies and procedures.

Event Coordination and Preparation:

- Work with Operations team to support the planning and execution of events, including wedding services, conferences, and ministry activities.
- Coordinate with the staff, volunteers and external event organisers to implement the planned events.
- Coordinate with technical staff to ensure proper sound, lighting, and projection for events.

Team Collaboration:

- Work closely with the staff team to ensure alignment with the church's vision and mission.
- Foster positive relationships with volunteers and staff members involved in ministry preparation.
- Provide administrative support to service leaders and committees as needed.

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REQUIREMENTS

- Strong organisational and time management skills
- Excellent attention to detail
- Proficient in Google Workspace or similar software
- Able to work independently and as part of a team
- Able to work flexible hours, including weekends and evenings
- Experience in event planning or coordination preferred
- Commitment to the mission and values of the church

Interested applicants please write to: hr@cathedral.org.sg

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