



MINISTRY EXECUTIVE

ST GEORGE'S CHURCH

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St George's Church is a growing, multi-national, multi-cultural, Christ-centered body of believers that gives glory to God. Our vision is to:

Declare: Proclaim and promote the gospel in Singapore and beyond.

Prepare: Equip one another for mission and ministry.

Care: Reach out in love for one another and for our community in the name of Christ.

St George's Church is recruiting for a Ministry Executive to support the Church Vicar and various Ministry Teams. The Ministry Executive will perform general Church Administration/office duties and prepare Worship materials for all services through the use of computer applications for the smooth operation of St George's Church.

DUTIES & RESPONSIBILITIES

- Use of MS365 and other computer applications to prepare worship material for Sunday and other services.
- Admin support for Vicar and various ministry teams.
- Manage website.
- Update records.

REQUIREMENTS

- Diploma holder or equivalent.
- At least 3 years working experience in administration and support or 3 to 5 years of similar work experience.
- Proficient MS365 and other computer applications

Interested applicants please write to:

peter.khoo@stgeorges.org.sg