



ADMINISTRATOR FOR ST ANDREW'S CATHEDRAL

St 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 Church 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

- **Event Coordination and Preparation**
 - Work with Operations team to support the planning and execution of events, including conferences, ministry activities and wedding services.
 - 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.
- **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.
- **Hospitality and Team Collaboration**
 - Work closely with the volunteers to ensure alignment with the church's vision and mission.
 - Foster positive relationships with volunteers and staff members involved in hospitality ministry.
 - Provide administrative support as needed including manning front desk at Welcome Centre

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REQUIREMENTS

- Strong organisational and time management skills
- Excellent attention to detail
- Ability to work independently and as part of a team
- Excellent communication and interpersonal skills
- Willing and able to work in the evenings, and on weekends
- Experience in event planning or coordination preferred
- Commitment to the mission and values of the church
- Proficiency in Google Workspace or similar software

Interested applicants please write to: hr@cathedral.org.sg
Application closing date: 30 April 2026