

**TRANSFORMING
THIS GENERATION**



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Office Administrator Job Description

CATEGORY: Locally Hired, Hourly Wage, Full-time (40 hrs./week)

WAGE RANGE: Commensurate with Experience

BENEFITS: Health Insurance, Vacation, Holiday/sick time, and Retirement Available

SUMMARY: Reports to and performs diverse duties for his/her designated Pastor in the capacity as administrative support. Additionally, will oversee facilities coordination and office administration.

Requires membership in and knowledge of the Pioneer Memorial Seventh-day Adventist Church policies and organizational structure; a high level of technical skills (well-developed keyboard, computer, database software, etc.) and high levels of confidentiality, tact, friendliness and other aspects of strongly developed interpersonal and organizational skills. Must maintain a well-organized office and follow church office dress code.

AUTHORITY ACCOUNTABILITY: Authority is delegated by the supervisor. Work is to be performed with limited supervision and requires the ability to independently carry out duties and meet deadlines.

EDUCATION/EXPERIENCE/CREDENTIALS: Skills and abilities generally acquired through two-year college degree in office administration or business-related field including courses in keyboarding, word processing, computer literacy, office decorum, etc. Appropriate successful work experience may be acceptable in lieu of scholastic requirements.

KNOWLEDGE AND SKILL: Must be: (1) adaptable and able to evaluate priorities; (2) have ability to perform secretarial and support duties with speed and accuracy without constant supervision; (3) have ability to work under pressure and with frequent interruptions and be well-organized and attentive to details.

Knowledge of up-to-date office procedure required, such as Microsoft Word (Office, PowerPoint, Excel, etc.); Data base software, proper telephone etiquette, usage of general office equipment, above-average keyboard speed with high accuracy, and accurate English usage, including spelling, grammar, punctuation, etc.

CONTACTS, ORGANIZATIONAL RELATIONSHIPS: As there is considerable internal and external contact with people on a daily basis, employee must have a pleasant personality and good telephone etiquette and possess the ability to deal tactfully and effectively with pastors, office staff, members and guests who need assistance. Must be able to effectively handle confidential information and situations at all times and maintain high degree of support for personal privacy.

PHYSICAL REQUIREMENTS: Must be able to effectively communicate both orally and in writing. Some standing, walking, bending, kneeling, and carrying of light items may be required. Overtime is rarely required and only with supervisor's permission.

P I O N E E R M E M O R I A L C H U R C H

8655 University Blvd., Berrien Springs, MI 49103
www.pmchurch.org | www.pmchurch.tv | 269-471-3133

Office Administrator/Administrative Assistant Job Description Continued

SPECIFIC JOB DUTIES:

Pastoral Clerical Support

- Scheduling
- Sorting mail
- Volunteer management
- Taking minutes at meetings
- Database management
- Other support tasks as assigned

Facilities Coordinator

- Manage recurring and incidental facility reservations
- Arranging appropriate support services for special events (funerals, weddings, conferences, etc.)
- Prioritizing facility usage with support of supervising pastor and respective committees coordinating building development and management.

Office Management

- Oversee staff employment process
- Payroll management
- Help foster a positive, professional, and productive team culture
- Professional development of hourly office and building staff
- Review and maintain office protocols
- Office supplies and equipment management
- PMC master event calendar management
- Front desk hours as scheduled