

Office Manager Job Description

Reports to: Minister of Administration

Supervises: None

Relates to: All Boards, Committees, and Council

Job Summary: The Office Manager provides weekday support to the operations of the church. The Office Manager covers front office tasks, receives and assists guests, and assists the Controller with financial management.

Primary Duties:

- Answer and forward incoming calls.
- Greet and direct visitors to the front office and help them with their needs.
- Provide administrative support to the church staff, including correspondence with members and outside contacts, filing, creating appointments, and other tasks.
- Provide financial management support to the Controller including processing bank deposits.
- Assist the other office staff in preparation and printing of bulletins and other publications.
- Assist the office staff in preparation of mailings from the church.
- Maintain office equipment, organize storage, and general upkeep of main office.
- Compile and print handbooks for boards and committees as needed.
- Maintain church member database including Sunday School attendance and all volunteer roles.
- Provide support for boards and committees as needed.
- Provide backup support to other office staff as needed.
- Manage entry fobs for staff, volunteers, and vendors.
- Purchase office, custodial, and kitchen supplies and other items as needed.
- Coordinate weekly supper and volunteer sign-ups.
- Other tasks as assigned.

Qualifications:

- High school or equivalent degree required; college degree desired.
- Computer and keyboarding skills necessary, including experience with Microsoft Word, Excel, and Google Docs.
- Strong sense of organization and self-initiative.
- Excellent oral and written communication and interpersonal skills.
- Experience in a faith-based setting desired.

The normal hours for this position are Monday-Friday from 8:30am-4:30pm.