



## **Office Administrator Job Description**

**Responsible to:** Reports to the Business Administrator/Lead Pastor

**Description:** The Office Administrator oversees the administrative functions of the office of Bethel Ottawa. The responsibilities of the Office Administrator include but are not limited to the following.

### **Responsibilities:**

#### ***Administration***

- Provide administrative support to all staff
- Manage preparations and logistics for meetings
- Monitor priority issues, due dates and plans
- Participate in special projects, event planning and implementation
- Participate in calendar planning, scheduling and management with Ministry Leads using Planning Centre
- Maintain records, updated databases, lists and ministry guides
- Produce promotional and communication materials as required
- Track, order and resupply office stationery, kitchen supplies and other consumables as required
- Assist Business Administrator as requested by providing support for financial transactions and accounting processes

#### ***Office Management***

- Responsible for daily operations of church office
- Review, develop and improve office procedures and efficiency
- Responsible for master church events calendar
- Manage office communications

- Supervise scheduling of building facilities
- Oversee facility bookings in accordance with Board Policy
- Professionally answer phone calls and assist walk ins.
- Manage baptisms (including Baptism Sunday), wedding bookings, baby dedications, funeral bookings, membership including preparation of relevant certificates and coordinating volunteers
- Provide additional support during conferences (may include evenings or weekends)
- Prepare rooms and purchase food for some Sunday ministry meetings
- Manage Plan to Protect system
- Enlist volunteers to assist in various areas as needed
- Collaborate with Business Administrator as required

### ***Other Duties***

- Conduct other duties as requested by the Lead Pastor, Business Administrator and Ministry Leads

### ***Proficiencies and Expectations***

- Proficient in IT applications including generally used office suite software including, Word, Excel, Planning Centre
- Problem-solving
- Ability to learn new software applications
- Graphic design experience an asset
- Self-directed and self-motivated
- Strong interpersonal skills
- Strong administrative skills
- Committed to excellence
- Proactive, encouraging, empathetic, positive attitude
- Ability to maintain confidence and discretion
- Proficiency in English and French an asset
- Have a “can do” attitude
- Attending Bethel an asset
- Have a good understanding of Bethel Ottawa

Please submit resume to [info@bethel.ca](mailto:info@bethel.ca) or bring resume to the Bethel General office.

Deadline for applications: August 14, 2024