



**Job Title:** Office Administrator  
**Reports to:** Director of Operations  
**Status:** Exempt/Salaried Full Time  
**Prepared By/Date:** Derek Walden - 4/21/2021  
**Approved By/Date:** Michelle Ravan - 4/21/2021

### **Position Summary**

Provide some administrative support by handling information requests and performing functions such as preparing correspondence, receiving visitors, and scheduling meetings. Responsibilities require the exercise of independent judgment, technical knowledge of the specific area of assignment and of overall church activities.

### **Roles and Responsibilities**

- Serve as the 'face' of the church, offering friendly service to those entering the building or calling in on the phone.
- Greet people entering the building, answering any questions, providing directions, and alerting staff when someone is there to meet or visit them.
- Answer a multiple line phone system, manage calls by routing them to the proper extensions or taking messages and delivering them within our message system.
- Perform a wide variety of executive secretarial and administrative duties as required by daily operations in the church's office.
- Responsible for working with guests to help create a culture of hospitality.
- Responsible to work with Pastors/Directors to facilitate member opportunities to serve in ministries.
- Responsible for monitoring and approving room usage requests through management software.
- Perform general office duties such as ordering supplies, maintaining records and management systems.
- Maintain order and cleanliness in the print room and front desk/lobby area.
- Monitor the inventory of office and printing supplies and maintain supplies at an adequate level.
- Initiate all service calls for any machines requiring service in the printer room.
- Daily take outgoing mail to the mailbox. Collect and sort incoming mail.
- Maintain a master list of issued security access cards.
- Submit information for background checks as requested by ECBC Ministries.
- Maintain the insurance approved vehicle drivers list and all components of this process.
- Support other ministry areas when requested and time is available.

### **Qualifications and Requirements**

- Affirm East Cooper Baptist Church's Statement of Faith and commit to exhibit a lifestyle that is consistent.
- Willing to become a member of East Cooper Baptist Church.
- A passionate love for the Lord and a desire to serve in support ministries.
- Exemplary interpersonal skills, including dealing effectively with the church membership and co-workers both in person and over the telephone.
- Individual possessing a minimum of 1 year of experience that has developed skill competencies including correspondence and clerical functions preferred.
- A functional knowledge of Microsoft Office software/Google Drive/Rock.
- Demonstrated ability regarding discretion and professionalism.
- Exhibit excellent written and verbal skills.
- Proven success with teamwork and consensus building.
- Communicating effectively with co-workers, church members, representatives of other parachurch organizations and others sufficient to exchange or convey information.

### **Competencies**

**Communication** - Demonstrated capacity to inspire, instruct, and encourage through effective communication in various settings. Able to communicate and work within a complex organizational structure with multiple layers of input.

**Organizational Skills** - Proven skills in organizing, prioritizing, implementing, and managing multiple projects at different stages simultaneously. Shows attention to detail with processes and systems. Solves problems with creativity and minimal input. Able to successfully develop new and better ways to work and promotes a continuous improvement mentality.

If you are interested in this opportunity and meet the qualifications, please [complete an online employment application](#). Upload your resume with a cover letter at the end of the application form.