

Position Title: Administrative Assistant
FLSA Status: Non-Exempt, 25 hours/week
Supervisory: No
Reports to: Human Resources Coordinator

Summary Description

The primary purpose of this position is to serve as the Administrative Assistant of the church. In addition, the Administrative Assistant will be the initial "face" of the office during business hours.

Duties

Answers phones and greets visitors to the church office. Advances church communication quality by responding to routine inquiries for information from members of the congregation, visitors, and other callers ensuring that information presented is correct. Refers unusual requests to other staff members for resolution.

Oversees staff workroom, including ordering of all office supplies and other supplies for staff members as needed. Maintains office equipment, including copy machines and postage machines, requesting service as needed.

Coordinates volunteers for front office coverage and oversees general front office area, including mail delivery.

Communicates with first time visitors and responds to communication about Floris activities and events.

Attends all necessary meetings as directed by the Executive Director in order to ensure that when dealing with internal affairs and making day to day management decisions that they are in-line with the Lead Pastor's overall vision and direction of the Church.

Performs other duties as assigned.

Qualifications

High school diploma.

Minimum of 1 year experience working in an office environment.

Superior customer service and interpersonal skills both on the phone and in person.

Ability to operate office computers using word processing and database programs.

Ability to operate office equipment including copiers, folding machine and postage machine.

Strong organizational skills and attention to detail.

Ability to work in a team setting.