

Office Administrator

We are looking for a dynamic and committed candidate for the role of Office Administrator at Wesley-Knox United Church, London Ontario, in the Old South Neighbourhood.

Wesley-Knox United Church is a vibrant Christian community striving to live gratefully, deepen faith and reach out in God's world. Wesley-Knox fosters an open and respectful workplace and is committed to providing an inclusive and barrier-free work environment.

Job Responsibilities:

Administrative support for a highly active church community and staff by having the ability to;

- Welcome visitors and congregation, and provide assistance as needed
- Monitor and maintain office equipment; inventory supplies and order replacement supplies as needed
- Create, update, and maintain administrative, personnel records and other records/data including church notifications, events, and other reporting requirements
- Maintain and coordinate congregation email addresses and notifications
- Assist with financial bookkeeping
- Assist Ministry and Staff with administrative or clerical support

Qualifications:

Experience in providing administrative support services in an office environment;

- Computer skills including the use of Microsoft Office software and Internet navigation
- Ability to provide strong attention to detail, with excellent time management and organizational skills
- Demonstrate effective communication, interpersonal and organizational abilities in a changing environment, including verbal, electronic and written skills
- Possess filing, data entry and typing skills
- Possess basic financial understanding and electronic record keeping skills

We need a person for 24 hours a week, with allowance for reduced or flex hours in the summer. Benefits are included and are determined by the United Church employee policy. Deadline for application is: July 10, 2019.

Please submit your resume to Cathie Banks at cdbanks@rogers.com. Only electronic submissions will be accepted. Please note that Wesley-Knox appreciates all those who apply, however only candidates being considered will be contacted.