

Job Description of Office Manager (part time 3 days negotiable)

EFCA is seeking a highly capable and versatile Office Manager committed to supporting the pastoral team and the congregation in the core mission of disciple-making, through prudent, efficient and effective housekeeping and management of the EFCA church office.

The Role

Accountable to the Senior Pastor, the Office Manager is both an operational and a leadership role. The incumbent will provide leadership to a team of office staff and volunteers and, as a team leader to ensure effective operation of the church office in performing the following tasks:

1. Processing of enquiries, documentation, church venue bookings both external and Lindfield church and assistance with meetings, events, and projects.
2. Develop and maintain an office procedure manual
3. Manage office staff to facilitate smooth church operation.
4. Manage church related administration including production of weekly service bulletin
5. Manage and maintain proper record of data required for church operation
6. Organise and manage monthly and yearly maintenance of church building
7. Develop office staff and volunteers to become a supportive and collaborative team to pastors and congregation and a role model in disciple-making
8. Organise backfill for office staff and volunteers when they are absent.
9. Serve as Executive Assistance to Senior Pastor
10. Other tasks as requested by Senior Pastor

Key Selection Criteria:

- Must be a mature, baptised Christian, preferably member of EFCA with a strong commitment and belief in the teachings, values, and mission of the Church
- Worship with EFCA and prepare to work on Sunday if needed
- Appropriate Office Administration experience.
- Excellent written, verbal and interpersonal communication skills in English and Chinese.
- Demonstrated ability to maintain confidentiality and professional discretion.
- Demonstrated initiative and self-motivation with a service orientation.
- Highly organized, including demonstrated ability to prioritise and meet deadlines across multiple concurrent tasks.
- A high level of computer literacy, including experience using office-based software products e.g., MS Office, Outlook, PowerPoint, and Database skills.
- Experience in accounting e.g. payroll, accounts payable and bank reconciliation and experience with accounting software, preferably Xero. is an advantage.
- Strong in attention to details
- Intercultural communication skills.
- Demonstrates a welcoming and inclusive attitude towards others.
- Flexible and willing to jump in wherever needed

Only those who have current Australian work rights will be considered for this position.