

Job Description of Executive – Secretariat

PURPOSE of this Position:

- A. Supports the Executive Secretary – Administration and Secretariat in providing administrative, operational and secretarial support to achieve the goals set for the Secretariat and Administration functions of the Synod Office.**
- B. Supports the General Manager as his Confidential Assistant – providing a full spectrum of secretarial and administrative services**

RESPONSIBILITIES and ACCOUNTABILITIES:

Incumbent reports to Executive Secretary – Secretariat and Administration

- A. Executes plans to achieve key results areas established for the Secretariat function of the Synod Office
- B. Provides secretarial/logistical support to Synod Committees/Councils.
- C. Supports the General Manager as his Confidential Assistant – providing a full spectrum of secretarial and administrative services
- D. Maintains and updates all data files, correspondences and all relevant records pertaining to Synod of the Presbyterian Church in Singapore.
- E. Executes specific assigned tasks delegated from Executive Secretary –Secretariat & Administration and by the office of General Manager

a. Qualification:

- Tertiary education (preferred) with some experience in administrative, operation and support functions.
- Proven ability to implement plans and effectively carry out assigned task with minimum supervision.

b. Personal Characteristics:

- A team player, amicable personality, independent, proactive, meticulous, dependable, confident, calm, and flexible.
- Possess a respectful disposition and able to value others.

c. Christian Ministry Experience:

- Working in a Christian environment, candidates must be a practicing Christian of good standing with Christian ministry work experience.

d. Communication Skills:

- To attend to the needs of our members, strong command of both the English and Chinese languages is essential.
- Ability to communicate effectively in speaking and writing.

e. Other Business Skills

- Strong proficiency in Microsoft Office.
- Ability to multi-task.

f. Relationship Qualities:

- Ability to interact with different level of stakeholders.
- Willingness to support co-workers - work together as a team

Those who are interested may submit the completed [Job Application form](#) and send the resume to:

ESSecAdmin@presbysing.org.sg

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

Closing date: 5th October 2019