

Immediate Job Vacancy

PART-TIME ADMINISTRATOR (CHINESE SECTION) LUTHERAN CHURCH OF OUR REDEEMER

Responsibilities and Duties

- Report to the Senior Pastor (Chinese Section)
- Provide administrative support to the pastoral staff and core group
- Manning the office and answer phone calls
- Prepare weekly bulletin and PPT slides for Sunday worship services
- Prepare bi-monthly Sunday Worship Schedule for distribution
- Update directory and membership database
- Translation from English to Chinese when necessary
- Perform Covid-19 related duties as safety management officer

Job Requirements and Skill Sets

- Minimum O/A Level or Diploma with at least 2 years working experience in an administrative position, preferably supporting multiple superiors
- Good in both Chinese and English language written and verbal communication skills
- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Good organizational skills with ability to multi-task and handle requests from multiple sources
- Attention to details, meticulous and priority management with a strong sense of responsibility and dependability
- Contribute to the efficient operations of the Church
- Ability to work as part of a team with interpersonal skills and promote good working relations
- Possess a pleasant disposition, high integrity and exercise strict discretion and confidentiality
- Be able to independently and proactively complete tasks and co-ordinate with others, as required

Please email your application to LCORJobAppn@lutheran.org.sg and indicate the following information in your resume:

- Current & expected salary
- Reason(s) for leaving
- Availability to commence work

We regret that only short-listed candidates will be notified. All applications will be treated with the strictest confidence. By submitting any application or resume to us, you will be deemed to have agreed and consented to us collecting, using, retaining and disclosing your personal information for the processing of your job application.