



WE'RE LOOKING FOR YOU

CHURCH OFFICE ADMINISTRATOR

BOSCOMBE LIFE CHURCH

We are a vibrant independent Christian congregation of 200 members located conveniently at Joo Chiat area.

SCOPE OF WORK*

1. Efficiently oversees daily office operations and workflow.
2. Maintain church records, databases and invoices.
3. Provide support to pastoral staff/members.
4. Must possess strong relational skills and a team player.
5. Proficient with Microsoft Suite.
6. Can communicate in English and Chinese.
7. Willing to serve together with the church in God's kingdom growth.

REMUNERATION/BENEFITS*

- Salary ranges from S\$2800-\$3600.
- Annual Wage Supplement (AWS).
- Fully paid leave and participation in our Church annual camp.
- Opportunities for personal development and training.
- Opportunities for involvement in Christian ministries.

Apply Here

Whatsapp us @ +65-80406527

Visit us @ www.boscombelife.org.sg

** Details available upon request.*