

# Part Time Office Administrator Opportunity

St Johns Anglican Church in Lakefield has an immediate need for a Part Time Office Administrator. This person will work directly with The Reverent Peter Gachira in the Church Office providing secretarial/administrative type duties for him and the St John's church family.

These Duties Include:

## Secretarial / Administration

General administration duties. eg. Phones, messages, scheduling meetings and appointments, mail and mailings, office supplies, filing and handling of confidential matters as directed by the incumbent or wardens.

Process invoices received, prepare cheques for signatures, prepare authorizations for payment of office related expenses (following current procedures), and distribute cheques that have been signed.

Receive all midweek donations or payments, marking them appropriately and storing them for the Sunday count.

## Skills/Knowledge/Qualifications

Ability to work independently and be a self-starter.

Excellent interpersonal skills

Proven ability to maintain confidentiality

Computer literacy and competency using Microsoft Office and other programs as needed.

Manage and operate copier/scanner equipment.

Schedule and co-ordinate maintenance and repairs of elevator, printer and phone/internet equipment.

Work ethics which are compatible with church values.

## Working Hours

Monday, Wednesday and Friday 9 am to noon.

**Interested Parties should submit their Resume by either delivering it to the Church Mail Box located at the Regent St Entrance, or via an Email to St Johns Church at [stjohnslakefld@nexicom.net](mailto:stjohnslakefld@nexicom.net)**