

Administration Officer

Tweed Church of Christ

Tweed Church of Christ is currently seeking a part-time Administration Officer.

The Church has a number of ministry areas including overseeing its congregation, charity work in the community and youth activities which this role will support. You will report to the Senior Pastor and Chairperson of the Church Board.

We are seeking expressions of interest from highly motivated and professional individuals, suitably qualified and experienced to fulfil the position covering both administration and accounts at our office located at Chinderah.

This role requires a self-motivated individual who takes great care with attention to detail, displays high levels of initiative and has the ability to work both as part of a team and autonomously. The successful applicant will work closely with both the Senior Pastor, Youth Worker and Church Board. We require a person with a high level of flexibility as sometimes the role will require being available to assist and willingness to contribute beyond the designation hours.

Some of your duties will include:

- Secretarial support;
- General reception;
- Data entry, word processing, spreadsheets and other computer based work;
 - Formatting and graphic design of digital publications
 - Accounts, payroll and BAS

The successful applicant will ideally possess the following attributes:

- Excellent verbal and written communication skills;
- Intermediate to advanced PC and typing skills (Microsoft Office Suite, etc.);
- Exceptional time management and the ability to handle a number of tasks simultaneously, while remaining calm and organised;
 - Ability to communicate effectively at all levels;
 - Knowledge of Xero will be highly regarded

Please apply by Wednesday 18 August 2021 to:
Tweed Church of Christ Leadership
c/- Karen Sainsbury
karentsainsbury@hotmail.com