

Administrative Assistant (Office Management)

Job Summary:

We are looking for an organized and reliable Administrative Assistant to perform administrative tasks to ensure that all office tasks run smoothly and in a timely manner. The Administrative Assistant's responsibilities may include filing, preparing reports, ordering office supplies and performing reception duties.

Duties/Responsibilities:

- Perform administrative and office operational functions/duties including but not limited to data management, creating documents and drafting correspondence, preparing bulletins (weekly and ad hoc), etc
- Schedule and prioritize office and church activities to meet operating requirements
- Answering phone calls and responding to emails
- Filing paperwork for various departments/ministries: church directory, key-holders, minutes, membership documentation, etc
- Plan and organize the purchase of office supplies
- Manage and make schedule for office and church maintenance and upkeep: garbage collection, cleaning agent, lawn mowing, snow clearing, piano tuning, elevator maintenance, holding tank pumping, fire system checking, security system upkeep, etc
- Assist in donation receipts
- Shall work collaboratively with the other administrative assistant. Shall familiarize and understand the tasks of the other assistant, and shall temporarily cover those works/tasks during that person's absence
- Performs other related duties as assigned

Reporting Structure:

The Administrative Assistant is directly reporting to the Senior Pastor and ultimately accountable to the Church Board for performances. The job descriptions might be amended as determined by the Senior Pastor/the Church Board after consultation with the staff.

General employment terms:

- Working hours – 5-hour per day Monday to Friday (9:00 am to 2:00 pm or 12:00 pm to 5:00 pm – to be determined), subject to certain flexible hours (agreed in advance) to accommodate ad hoc workloads and church activities
- Probation period – first three months of employment for review and confirmation
- Vacation – standard 2 weeks each year after probation subject to further increases as per the Church's standing employment conditions. Any vacation and leave request shall be applied in advance and be acceptable at the mutual convenience of the employee and the Church.
- Compensation – wages commensurate with qualifications and experience and may be adjusted annually to allow for inflation and others
- Other benefits – subsidized MSP payment after probation, the Sirius Benefit Plan (a group health, medical and accidental benefits plan) and matching RRSP contributions, the latter two of which are available after first twelve months of employment.

Qualifications:

- Be a Christian and preferably a member of RCEFC
- Possess good computer knowledge and writing skills in both Chinese and English for word processing, use of internet and other office system
- Experience with general office administration
- Demonstrate excellent inter-personal skills in communicating and co-operating with fellow workers, volunteers and church members
- Be prepared to work under pressure and follow instructions/guidelines
- Maintain integrity and confidentiality of any church and ministry issues

Administrative Assistant (Accounting)

Job Summary:

We are looking for an organized and reliable Administrative Assistant to perform take care of the book keeping of the church to ensure that the church's account to be properly maintained and updated. The Administrative Assistant's responsibilities may include maintain account records, payroll and issuing checks.

Duties/Responsibilities:

- Maintain income & expenses records, close balances
- Bank deposit and pick-up
- Payroll and tax returns
- Assist in preparing/issuing checks as required
- Assist in the preparation of church budget
- Assist in the closing of books at year-end when the financial statements need to be reviewed by a professional accountant and for such, he/she is required to liaise closely with the accountant for completion of the reviewed financial statements to be presented to the Board and the General Membership for approval
- Answering phone calls and responding to emails
- Shall work collaboratively with the other administrative assistant. Shall familiarize and understand the tasks of the other assistant, and shall temporarily cover the works/tasks during that person's absence
- Performs other related duties as assigned

Reporting Structure:

The Administrative Assistant is under the oversight of the Treasurer of the church Board and directly reporting to the Senior Pastor and ultimately accountable to the Church Board for performances. The job descriptions might be amended as determined by the Senior Pastor/the Church Board after consultation with the staff.

General employment terms:

- Working hours – 5-hour per day Monday to Friday (*9:00 am to 2:00 pm or 12:00 pm to 5:00 pm – to be determined*), subject to certain flexible hours (agreed in advance) to accommodate ad hoc workloads and church activities
- Probation period – first three months of employment for review and confirmation

- Vacation – standard 2 weeks each year after probation subject to further increases as per the Church’s standing employment conditions. Any vacation and leave request shall be applied in advance and be acceptable at the mutual convenience of the employee and the Church.
- Compensation – wages commensurate with qualifications and experience and may be adjusted annually to allow for inflation and others
- Other benefits – subsidized MSP payment after probation, the Sirius Benefit Plan (a group health, medical and accidental benefits plan) and matching RRSP contributions, the latter two of which are available after first twelve months of employment.

Qualifications:

- Be a Christian and preferably a member of RCEFC
- Possess good computer knowledge and writing skills in both Chinese and English for word processing, use of internet and other office system
- With accounting background/experience and/or using accounting software is preferred but is not a must, should have the willingness to learn
- Experience with general office administration
- Demonstrate excellent inter-personal skills in communicating and co-operating with fellow workers, volunteers and church members
- Be prepared to work under pressure and follow instructions/guidelines
- Maintain integrity and confidentiality of any church and ministry issues