

Church: **Ang Mo Kio Presbyterian Church**

Position: **Church Administrator**

### Job Description

1. To keep track of the church accounts for review by the Treasurer and monthly reporting to the Elders and Deacons; and provide accounts related support to the Ministry Teams.
2. To carry out work requests from the Personnel Committee on monthly salary remittances, staff related payments, and confidential human resource matters.
3. To support the Pastoral Team and Elders & Deacons Court on secretarial duties and office administration.
4. To involve in other church administration matters and activities as and when required.

### Applicant

Trained in basics of Office Administration, Financial Accounting, Secretarial Services, Human Resources and Information/Digital Technology, with at least 5 years of working experience in three or all of these areas.

### Application

The interested candidate should email his/her application letter, particulars and resume to the Personnel Chairman at [amkpc@amkpc.org.sg](mailto:amkpc@amkpc.org.sg). The applicant should include the name and contact details of a Referee from his/her home church.