

Open Position: Church Administrator

The Sion Presbyterian Church Bedok is searching for a suitable candidate for the position as a Church Administrator. Candidate with good proficiency in Office software and applications, and effectively bilingual in Chinese and English, with good writing knowledge, to fulfill the following roles and duties:

Roles & Responsibilities

- * Manage day-to-day church administration, communications, correspondence, phone calls, scheduling, and provide administrative support to pastor
- * Prepare weekly worship programmes, bulletins, notices and PowerPoint slides for worship services and church activities.
- * Provide weekly English-Chinese translation for bilingual services and church communications.
- * Maintain church membership, staff and administrative records, and assist with annual government and statutory submissions. (e.g. ensure compliance with ROS, Charity Portal, insurance, and related requirements)
- * Liaise with pastors, church leaders, members and external parties.

Other roles and support which may be assigned:

- * Handle basic financial matters, including receipts, payment vouchers and banking transactions.
- * Coordinate logistics and provide administrative support for church meetings, events and various ministries.

Requirements:

- * Good spoken and written Chinese, with some proficiency in English.
- * Able to independently and proficiently use Microsoft Word, PowerPoint and Excel for preparing documents, bulletins, presentations and spreadsheets, not merely for basic typing or data entry.
- * Comfortable using Google Drive, Google Forms/Sheets and WhatsApp for church communications and administration.
- * Good organisational and interpersonal skills, responsible and able to work independently.

教会行政干事招聘

新加坡长老会 郇山堂正物色一位合适人选担任**教会行政干事**。应征者须熟练使用 Microsoft Office 软件及相关办公应用程序，并具备良好的中英文双语沟通及书写能力，以履行以下职务与职责：

职务与职责

- 负责教会日常行政工作，包括通讯、往来函件、电话接听、日程安排，并为牧者提供行政支援。
- 预备每周崇拜程序、周刊、通告，以及主日崇拜和教会活动所需的 PowerPoint 投影片。
- 为双语崇拜及教会通讯提供每周中、英文翻译。
- 管理及更新教会会籍、同工及行政记录，并协助处理每年的政府及法定申报事项，例如确保符合社团注册局（ROS）、慈善机构网站（Charity Portal）、保险及其他相关规定。
- 与牧者、教会长执、会友及外部相关单位保持联系与协调。

其他可能受委派的职责与支援工作

- 处理基本财务事务，包括收据、付款凭单及银行交易。
- 协调教会会议、活动及各项事工的后勤安排，并提供相关行政支援。

应征条件

- 具备良好的中文口语及书写能力，并具备一定程度的英语能力。
- 能够独立并熟练使用 Microsoft Word、PowerPoint 和 Excel，制作文件、周刊、简报及电子表格，而不仅限于基本打字或资料输入。
- 能够熟练使用 Google Drive、Google Forms / Sheets 及 WhatsApp，处理教会通讯及行政工作。
- 具备良好的组织、协调及人际沟通能力，有责任感，并能够独立工作。