

BREATH OF LIFE

Christian Center Church

3795 Frayser Raleigh Rd

Mphs. TN 38128

HUMAN RESOURCES

Department

JOB POSTING

Posting Date: 5/15/2019

Job Title: Adm Assistant

Job Status: Part-time

Department: Helps Ministry

Closing Date: Until Filled

Job Summary

- Process HM applications
- Revise/update forms and manuals
- Maintain accurate electronic and hard file information [i.e. service areas, anniversaries, class completion dates etc.]
- Provide general HM information and assistance to auxiliary leaders
- Receive and prepare correspondence as needed
- Prepare certification class materials
- Process HM forms (i.e. resignations, LOA, disciplinary, etc.)
- Provide auxiliary secretary training
- Other related duties as necessary

Qualifications

- Christian of good moral character whose lifestyle supports the vision of BOLCC
- Previous clerical/administrative experience
- Ability to work a flexible work schedule
- Experience working with MS office systems

Knowledge/Skills/Abilities

- Demonstrate organizational skills with ability to set priorities and meet deadlines
- Excellent interpersonal communication skills; written and verbal
- Ability to work without close supervision, exercise discretion, diplomacy and good judgment
- Demonstrate and carry out the ministry's mission, vision and values
- Maintain confidentiality of information received and communicated
- Strong attention to detail and accuracy

To Apply for this Position

Email Resumes to: Personnel@bolcc.org

Applications Accepted: Tue. – Fri. 9:00a – 3:00p