

# Administrative Assistant – Job Description

## General Description

The Administrative Assistant is responsible for various administrative support tasks, as well as being the first impression of LH Church. This includes handling of incoming/outgoing phone calls and mail, LH Chat, filing, document distribution, placing supply orders, assisting ministries, and updating the online church information system, as well as creating a welcoming atmosphere for those calling and visiting LH offices.

## Essential Job Functions

1. Create and send documents for church staff as needed, including letters, postcards, emails and other documents as directed.
2. Lead the preparation, distribution, and filing of requested administrative and clerical tasks.
3. Maximize usefulness of the online church information system, PCO (Planning Center Online) by inputting data received by LH church attendees and assist in coordination and registration of events as directed by other LH Staff.
4. Function as the initial point of contact and receptionist for LH by directing calls, emails, LH Chat, visitors, and mail as necessary.
5. Purchase and send situation specific greeting cards and gifts upon notification of significant congregational life events as directed.
6. Manage and respond to operator voicemails as needed to ensure callers receive a timely response and/or ensuring issues are addressed in a timely manner.
7. Manage and respond to general emails as needed to ensure a timely response and/or ensuring issues are addressed in a timely manner.
8. Working knowledge of social media, including managing and responding to FB messages.
9. Maintain petty cash with accurate records and receipts.
10. Manage supplies budget and church-wide inventory, including proper cost allocation via Zoho expense tracking system.
11. Assist in the preparation of supplies for weekly services, working directly with ministry leads and/or LH staff.
12. Answer phone calls and take messages, and connect with people through LH Chat on Fridays, contacting "on call" pastors when necessary.
13. Perform other duties as assigned as directed.

## Education and Experience

This position requires a minimum of 3 years of experience as an administrative assistant or secretary in a church or business environment. Possession of an administrative assistant certification or business-related degree is a plus. The successful individual must be comfortable working in a fast paced environment with a variety of settings and circumstances, while maintaining composure and flexibility, and should also possess a working knowledge of Microsoft Office, Google Calendar and Docs, and other related applications as operated in a Mac environment.

## Compensation

This is a full-time position (40 hours per week) compensated at a rate depending on experience. Hours are Monday through Friday 9 am - 5 pm.