

**BAPTIST JOB AD 2017**

**THE FIRST BAPTIST CHURCH IN AMHERST REQUIRES AN ADMINISTRATIVE ASSISTANT FOR A ONE YEAR PERIOD. JOB DESCRIPTION IS AVAILABLE AT THE CHURCH. APPLICATIONS WILL BE ACCEPTED AT THE FIRST BAPTIST CHURCH UNTIL 4P.M. FRIDAY, JANUARY 5<sup>TH</sup>/18. ONLY THOSE SELECTED FOR INTERVIEWS WILL BE NOTIFIED.**

# **FIRST BAPTIST CHURCH JOB DESCRIPTION**

## **ADMINISTRATIVE ASSISTANT**

**RESPONSIBLE TO;** Board of Management through Chairperson, Office Committee

### **BASIC REQUIREMENTS:**

#### **1. Education:**

**Successful high school completion**  
**Successful completion of business/ secretarial training**

#### **2. Skills and Ability:**

**Outstanding written and oral communication skills**  
**Knowledge of general office practices and procedures**  
**Superior knowledge of computer software: Word Perfect, Excel**  
**Ability to receive and appropriately direct telephone calls**  
**Basic book keeping skills**  
**Strong organizational skills**  
**Ability to set priorities, develop own work schedule & self regulate**

#### **3. Suitability:**

**Team work skills**  
**Thoroughness, initiative and interpersonal skills**  
**Always conscious of the need for confidentiality**  
**Must be bondable and submit a CPIC**

#### **4. Functions:**

**Data entry as required**  
**Prepare Sunday bulletins**  
**Keep records of members givings prepare year end receipts**  
**Prepare information for publication of church functions**  
**Prepare agendas and minutes for church boards**  
**Type letters and reports for the ministers**  
**Prepare monthly financial statements for church Treasurer**  
**Submit biweekly payroll information**  
**Screening and routing all incoming phone calls**

**Complete the Annual Church Report**  
**Maintain incoming cash payments with accurate records /receipts**  
**Purchase office supplies and keep an inventory**  
**Other related duties as required**

**CONDITIONS OF EMPLOYMENT:**

1. **Salary**, as established on an annual basis by the Board of Management and ratified at the Annual meeting of the church
2. **Hours of Work** Thirty hours per week or as work load requires (9 - 12 a.m.; 1 - 4 p.m.)
3. **Vacation**: Two (2) weeks from 0 – 7 years service, three weeks from 8 - 14 years service, and 4 weeks after 15 years service
4. **Sick Leave**: the church will provide one weeks salary, then the employee will go on EI illness benefits .
5. **Court Leave**: to be available for jury duty or by subpoena. No loss of pay.
6. **EI and CPP benefits as required by law**
7. **Health plan : Church share on Premiums**
8. **Employee must be bondable**