

Administrative Assistant

Personal Qualifications:

- Fluent in both English and Cantonese. Mandarin not required but preferable.
- Proficient in Chinese word processing.
- Knowledge of Microsoft Office.
- Good oral communication skills.
- Knowledge of general office machines.
- Ability and willingness to work cooperatively with others.

Responsibilities:

- A. Duties include assisting the administrative secretary in general office work:
- Chinese and English word processing, translation and formatting church documents including: Sunday bulletins, sermon PowerPoint, notes or print out for special meetings
 - Filing, copying
 - Design flyers, forms, signs, certificates, booklets, etc.
 - Collect meeting and fellowship attendance
 - Answer phone calls / reception
 - Manage Sunday new comer information and send greeting cards
 - Purchase office supplies
 - Arrange facilities and equipment needs according to reservation
 - Manage library books and the inventory system

** Legal working status. Working hours between Tuesday to Friday and Sunday.
Salary commensurate with experience.