



ADMINISTRATIVE EXECUTIVE JOB SUMMARY

Application Pre-requisites:

- Born-again, baptized Christian
- University graduate or having relevant qualifications
- Bilingual, able to communicate and write in both English and Chinese
- Applicants with more than 5 years of working experience preferred

Responsibilities include:

1. Coordinate the day-to-day administrative needs of the office; including the Sunday worship bulletin, daily administrative and operational arrangements.
2. Assist in the administrative needs of the pastoral team.
3. Assist in the administrative needs of the ministries in church.
4. Assist the Chairperson, Secretary and members of the Local Church Executive Committee (LCEC) in the administrative needs of the LCEC meetings (once every two months) and the bi-annual Local Conference meetings.
5. Administer and manage the bookings of church facilities (internal and external).
6. Coordinate the management of church assets; including routine maintenance and repairs, and liaison with vendors.
7. Supervise and direct the daily work requirements of administrative staff.
8. Any other duties as instructed by the Pastor-in-charge.



行政执行员

申请资格:

- 重生受洗基督徒
- 至少拥有大学学士或相关文凭
- 通晓中英文，可以用中英文书写并沟通
- 拥有超过五年相关经验更佳

职责包括:

1. 负责教会办公室每日行政所需；包括每主日教会秩序单、每日行政运作安排等。
2. 协助牧师团队的行政所需。
3. 协助事工干事的行政所需。
4. 协助执事会主席、文书及各委员会主席在每两个月的执行委员会会议行政所需、每年两次牧区会议报告书的准备等。
5. 负责教会一切聚会场地预约及一切场地使用（对内对外）的行政所需。
6. 负责教会资产管理；包括定期维修计划、和供应商接洽等。
7. 负责监督助理执行员的每日工作。
8. 主理牧师指派的其他事项。