



## **Be part of our Charis Admin Team!**

We hope to better serve the needs in Charis Methodist Church when we are back in Koon Seng. We are currently recruiting the following positions in our Church Office.

### **1) Communications Executive**

As part of the Admin Team and a team player, you play a crucial role in creating, managing and supporting communications and media content of the church for worship services, church events and publicity.

#### **Job Responsibilities:**

- Production for the weekly bulletin; collating, editing and laying out all information provided by the Pastoral Team and various ministry in a concise, clear and consistent manner.
- Manage all communication channels and social media platforms (e.g. Website, Facebook, Instagram, Whatsapp broadcast, Youtube).
- Assist church and various ministries for their publicity and media needs (e.g. simple video production and video editing for church-wide events and sermon videos).
- Assist/coordinate live streaming and video recording for worship services, if necessary.
- Perform basic IT support in the church office

#### **Job Requirements:**

- Minimum Diploma in Marketing, Mass Communications or equivalent
- At least 2 to 3 years of relevant work experience (e.g. public relations, marketing, graphic design)
- Working knowledge of computer, social media and website creation.
- Possesses good communication, organisation and interpersonal skills
- Proficient in written and spoken English and/or Chinese

### **2) Administrator (Facilities & Finance)**

The Administrator plays an important role as a team player, to support the day-to-day operations, ensuring the safety and security of the church building and managing the finance administration in the church.

#### **Job Responsibilities:**

- Oversee proper maintenance and upkeep of all church properties and equipment.
- Manage the booking system of church facilities.
- Administer usage of Church facilities and enforce adherence to our facility rules.
- Oversee the security of the Church premises.
- Help supervise/coordinate with vendors/contractors on development/renovation/repair work of the Church.



- Attend Property meetings and assist in procurement and disposal of fixed assets.
- Oversee maintenance and accountability of fixed assets
- Monitor operating expenses
- Assist in month-end closing and reconciliation of transactions

**Job Requirements:**

- Preferably engineering background, diploma in Engineering / Facilities Management / Building or equivalent
- At least 2-3 years of working experience in a related area
- Proficient in MS Office applications (especially MS Excel).
- Good verbal and written communication skills
- Meticulous, analytical, organised and adheres to deadlines
- Independent and takes initiative to improve process effectiveness and efficiency

Email your detailed resume to [office@charismc.org.sg](mailto:office@charismc.org.sg) before **19 February 2023**. We regret only shortlisted candidates will be notified.