

Office Executive

Hakka Methodist Church is looking for a full-time office executive.

Job description:

Reporting to the Pastor-in-charge (PIC), the position requires the candidate to:

- supervise a team of office staff
- provide administrative support to pastoral teams, including liaison with the Methodist Church in Singapore, the Chinese Annual Conference and other Christian organisations, maintaining the church membership database, preparation of weekly church bulletins and statistics, etc
- provide administrative support to the LCEC, PPRSC and other work committees and also other committees such as Property and Maintenance, IT & Multimedia, Missions and Evangelism etc.
- manage the procurement of all supplies, consumables, equipment, and services such as cleaning and maintenances
- co-ordinate and undertake any other administrative work assigned by the PIC and Chairperson of the LCEC.

Requirements:

- at least “A” level or Diploma qualifications
- preferably at least 10 years experience
- preferably bilingual in English and Mandarin
- able to handle basic IT Microsoft office applications

Candidates who are interested please email your CV to Yeo Chin Hwee, Chairman of PPRSC at yeo8chin@gmail.com

办公室主管：

卫理公会天恩堂正在征聘一位全职办公室主管。

职务说明：

须向主理牧师（PIC）汇报职务

该职位人选需：

- 是办公室工作人员之主管
- 为牧师团队处理行政事务，包括与新加坡卫理公会，华人年会议和其他基督教组织联系，更新教会会员数据库，准备每周教会的次序单和人数出席统计等等
- 为执行委员会（LCEC），教牧与会友关系及职员委员会（PPRSC）和其他事工委员会（例如：产业维修，以及宣教事工等）处理行政事务。
- 采购教会所有日常用品、器具设备以及清洁和维修服务等。
- 处理主理牧师和执行委员会（LCEC）主席所委托之行政工作。

入取资格：

- 至少“ A”水准级别或同等文凭资格
- 至少拥有10年工作经验为佳
- 能读写中英文双语者为佳

- 能运用基本的IT Microsoft Office应用程序

有兴趣的应聘者请将履历发送至教牧与会友关系及职员委员会（PPRSC）主席Yeo Chin Hwee, 电邮 yeo8chin@gmail.com