



Church Office is looking for a **Mandarin Worship (MW) Support Admin Staff**.

DUTIES & RESPONSIBILITIES:

This role supports Mandarin Worship (MW) & ministry work and handling administrative tasks.

MW Service Support

1. Prepare MW Sunday bulletin and print hard copies.
2. Compile MW bulletin announcements and convert them into MP4 with music.
3. Prepare Worship Powerpoint Slides (with MP4 inserted into the 1st slide) and print a copy of the PPT slides for worship songs and song of response.
4. Upload Items 1 – 3 and sermon PPT onto MW Google Drive by the deadline given.
5. Do simple translation of announcements and other communications from English to Mandarin and vice versa, ensuring clarity and accuracy.
6. Liaise with MW Speakers (on matters such as arrangement of parking lot/ sermon PPT slides/ brief self-introduction, response songs etc).
7. Collaborate with Church Manager to arrange honorarium for MW Speakers.
8. Send out Worship reminders and other information as needed via WhatsApp Channel.
9. Attend staff meeting every Tuesday afternoon.
10. Any other work as assigned by PIC, MW ordained pastor and MW Working Committee
11. Send out greeting cards to MW members.*

Ad-hoc Admin Matters:*

1. Record staff meeting on rotation basis.
2. Work with other ministries / church office staff to coordinate activities for the community.
3. Assist in any other church administrative work as and when required by supervisor.

Requirements:

1. Strong interpersonal, communication and administrative organization skills
2. Proficient in Microsoft Office programs (Excel, Word, Powerpoint, Publisher) and Canva.
3. Familiar with Google Drive and other cloud-based systems for file-sharing and collaboration.
4. Team-player

QUALIFICATIONS:

1. Education:

- At least 3 'A' levels
- At least 5 'O' levels and 2 years relevant working experience

2. Experience:

- At least **1-2 years** of experience in an administrative role.
- Experience in a **church or non-profit setting** is a plus, though not essential.



Interested applicants may email their resume and expected remuneration to office@charismc.org.sg . Only shortlisted candidates will be called for interview.

By submitting your application and resume to us, you consent to our collection, use, retention and disclosure of your personal data indicated in the documents for the assessment of your job application.