



Administration Assistant (Full Time)

Suncoast Church is a large, contemporary, family church that believes in working towards one common goal which is to see **“Strong Families and a Safe City”**. Our Church welcomes people of all backgrounds and ages. Suncoast is a Church that has a passion to serve our City and Community, to build strong relationships and friendship, and to love God with our whole heart.

Suncoast Church is seeking a self-motivated, enthusiastic and dedicated Administration Assistant to join the team. In this role you will be responsible for providing administrative assistance to the Senior Pastor and Administration Manager in order to ensure effective and efficient operations in a busy office.

Position Skills Summary:

Intermediate administration experience with knowledge of the principles and practices of a Christian/church organization. Excellent computer, clerical and communication skills are required together with the ability to work within a small team to provide day-to-day administration support to the Senior Pastor and Administration Manager. A caring attitude, excellent people skills and high integrity are essential together with a willingness to be accessible, responsive and flexible to handle the changing needs of the church. Excellent time management skills are a must. A core skill set of Microsoft programs is required.

Key Responsibilities:

- Reception duties when required: answering phones, emailing messages, database management and inquiries.
- Clerical Support: word processing, document formatting, label making, photocopying, filing, and other sundry administration tasks.
- Communication Support: mail-outs, emails, phone contact, copying, printing.
- Administration: Filing, reporting and printing materials, church calendar, attendance logs, visitors' cards, prayer requests, generating reports as requested and providing general assistance to the Administration Manager.
- Special Events: Assisting with events in all administrative capacities.
- Pastoral Assistance when required: Following up requested information, reports and making outbound calls as required on behalf of the Pastors.

Applications close Friday 30th December, 2011 at 5pm EST. Please send your Cover Letter and Resume to mail@suncoast.org.au. If you have any questions regarding this position, please contact Luke Bayliss on 07 5442 2200 during business hours.