

Secretary/ Administrator Job Description

March/ 2022

St. Andrew's and St. Paul's United Church, Russell, Ontario

The Secretary/ Administrator will perform skilled clerical work, and provide general secretarial support to other departments. This position will be responsible for assisting with departmental payroll, maintaining filing records, and facilitating communication among departments.

This position is ideal for someone who is motivated, able to prioritize work assignments upon arrival, and capable of working without supervision.

Responsibilities and Duties:

- Greet visitors and direct them to the appropriate departments or individuals
- Respond to queries in person, by telephone or by email
- Check phone and email messages and update voice mail box as needed
- Weekly mail pickup at the Post Office; open and distribute. Mail outgoing correspondence.
- Oversee photocopier, order paper and ink supplies and arrange service calls when required.
- Develop and implement office procedures
- Maintain general company record systems to uphold accurate files
- Compose letters, memos, and emails
- Scan documents, book meeting rooms, setup calls and meetings, and take messages
- Perform administrative tasks, including filing and photocopying
- Prepare correspondence and documentation for the minister
- Prepare cheques for payment of staff
- Prepare cheques for bill payments
- Purchase office supplies stamps, envelopes, special paper, etc.
- Prepare monthly calendar of events
- Post incoming announcements on bulletin boards.
- Coordinate update to annual statistics
- Prepare the Congregational Annual Report. Upon completion and approval, mail report.

Requests for use of Church Space:

- Liaise with all user groups Re: availability conflicts, issues arising, etc.
- Communicate with Session and/ or Official Board for approval of requests
- Complete Occupancy Agreements and get appropriate signatures
- Obtain proof of insurance and cheques from user groups
- Update and attach "Guidelines for Church Space use" sheet
- Liaise with Caretaker on availability for cleanup following church use and ensure payment is made to the Caretaker
- Maintain calendar outlining space use

Maintenance of Church Calendar (Microsoft Works):

- Includes booking space allocation for meetings and upcoming social events/ special events/ minister's agenda/ reminders

Updates to Congregational Database:

- Update Name and Address information

Required Skills:

- 2+ years of clerical experience
- High School diploma
- Good Knowledge of specific software programs, including Microsoft Suite (especially Excel, & Word)
- Experience maintaining and managing someone's calendar
- Able to work independently
- Friendly and professional demeanor
- Exceptional written and verbal skills

Average Work Week: 6 – 8 Hours

Salary: to be determined

