

JOB DESCRIPTION
ADMINISTRATIVE ASSISTANT
CAMPUS: BATH



Ministry Area: Bath Campus Office
Ministry Position: Administrative Assistant
Time commitment: 25 hours per week, part-time non-exempt hourly
Report to: Leigh Ann Hradil, Bath Campus Manager

Position Overview

As the assistant to the Bath Campus Manager and HR Manager, this ministry position is designed to effectively serve the ministries of Grace Church by executing projects and tasks that lead the people of Grace in a growing journey with Christ, by being responsible to give office support to the staff at Grace Church, Bath Campus.

Essential Job Functions

Assistant to the Bath Campus Manager

- Be sure all office and kitchen supplies are bought and stocked properly utilizing volunteers when needed.
- Inventory and stock paper for copiers at Ghent Rd. and the Extension.
- Pick up mail daily from Ghent Rd. and the Extension.
- Help to distribute all packages to appropriate areas.
- Responsible for clean-up and organization of the kitchen and machine room.
- Purchase and set-up the refreshments for the once a month all-staff meeting and birthday celebrations.
- Process all invoices related to office purchases.
- Reconcile the monthly credit card statement for Campus Manager.
- Prepare and submit expense and mileage reimbursement form for Campus Manager.
- Will maintain office equipment in good working order, assisting staff with trouble-shooting to find solution.
- Support the IT Department with vendors of copiers and copier supplies.
- Be the staff point-person for all office equipment which includes maintenance and ordering supplies.
- Keep the new hire folders stocked and up-to-date with most current documents.
- Work closely with the Front Office Admin Ass't to be sure all Front Office hours are covered.
- Maintain accurate knowledge of upcoming events, classes, and programs to answer any questions that may arise from phone interaction or walk-ins.
- Maintains a clean and efficient work space and overall office space.
- Provide administrative support as needed to Grace Church staff.
- All other tasks as requested.
- **GraceLINK**
 - Learn well all areas of GraceLINK to offer support to those on staff who need help.
 - Run weekly duplicate checks of all profiles created.

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Updated 05.02.2018

Assistant to the Human Resources (HR) Manager

- Prepare and submit expense and mileage reimbursement form for HR Manager.
- Reconcile the monthly credit card statement for HR Manager.
- Process I-9s for each new hire for all campuses.
- Process staff PTO (Paid Time Off) requests accurately for all campuses.
- Keep an accurate record of timesheets submitted by our coordinators for all campuses.

Technical Requirements

- Excellent skills with Excel, MS Word, and Office (including Outlook)
- Confidence in your use of technology
- Willingness to learn website updating and maintenance, GraceLINK, etc.
- Acute attention to detail

Spiritual Life

- Growing in faith as a believer in Christ (2 Peter 1:5-11).
- Must have a teachable spirit and servant's heart (Philippians 2:1-11).
- Has a vibrant prayer life, as this is the beginning to healthy ministry and job function (1 John 5:14).

General Requirements

- Adheres to and support the vision and philosophy of Grace Church and its leadership, including the Statement of Faith, Grace Values, and the Staff Creed.
- Have attended the Discovery Classes or will attend within the first six months of being hired.
- Will care for others by appropriately praying with, consoling, speaking of Christ and/or sharing scripture. Always being concerned about the spiritual welfare of others.
- A solid understanding of biblical community including participating in on-going biblical community at Grace Church.
- Possesses organizational and multi-tasking abilities and able to handle stressful situations with self-control and teamwork.
- Possesses a strong work ethic (We are the recipients of the Lord's money).
- Is self-directed and a self-starter being able to work independently with minimal supervision. Is pro-active and dependable.
- Has a heart that is focused on ministry, not just a job.
- Handles confidential matters and material with integrity and humbleness within a team environment.
- Requires an intuitive understanding of sensitive ministry information. Communicates information to pastoral staff as appropriate.
- Has the ability to maintain a high level of accuracy in preparing and entering information developing processes to efficiently get the work finished promptly.
- Strong administrative, communication, planning and interpersonal skills.
- Is willing to perform other duties as required in a spirit of servitude.

Measured By

- 30, 60, 90-day review by Bath Campus Manager.
- Annual Review by the Bath Campus Manager.
- Input from staff and volunteers.