



A Beacon of Love, Serving Christ by Serving People.

Administrative Assistant Position

The Administrative Assistant is primarily responsible for performing the day-to-day clerical functions of the church. Under the supervision of the Pastor, the Administrative Assistant performs all clerical and specific office tasks. The Administrative Assistant will serve as the first point of contact for the church, answer the telephone and take messages for the Pastor and other staff, receive visitors and guests, prepare and distribute written correspondence, process mail, organize and maintain office files, assist the Pastor with scheduling and the church event calendar, order and maintain office supplies and equipment. This position is approximately 40 hours per week.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

High school diploma is required. Must have sound aptitude in written and oral communications, exhibit professionalism in all interactions, be detailed oriented and a team player, possess strong organization skills, and be familiar with church operations. Must be proficient in computer applications: MS Windows, Word, Excel, PowerPoint, Publisher and Outlook.

Qualified Applicants Should Submit
Application, Resume and References To:

SHILOH BAPTIST CHURCH
Attn: Administrative Assistant Search Committee
745 Park Avenue, Norfolk, Virginia 23504
Via Email: office@shiloh.hrcoxmail.com
Or Fax To: (757) 640-7729
CLOSING: "Posted until the position has been filled"

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