

Front Office Assistant

Purpose:

The Front Office Assistant will provide administrative support to help further the mission and ministry of Bell Shoals Church.

Hours: Monday through Friday at 40 hours per week

Reports to: Operations Pastor

Responsibilities:

1. Provide support to the Bell Shoals Team
 - a. Provide assistance to our members and guests by answering the phones.
 - b. Provide assistance to our members and guests by greeting all people at the office doors.
 - c. Provide written transcriptions of Sunday morning messages.
 - d. Provide assistance to make sure that the office runs smoothly, including, but not limited to: paper restock, copy machine maintenance, and box deliveries.
 - e. Provide assistance, when needed, to special ministry projects.
 - f. All other duties assigned by the Operations Pastor.

2. General Responsibilities
 - a. Represent Bell Shoals Church in a professional manner at all times, both during business hours and in personal life.
 - b. Use of internal systems such as Espace, Slack, and Ministry Platform.
 - c. Manage budget accounts, purchase orders, check requests, and transfer requests.
 - d. Complete other assigned tasks to advance the ministry and mission of Bell Shoals Church.
 - e. Be a staff member that has a commitment to excellence, heart to serve, spirit of humility, conviction to lead, focus on team, culture of fun, and passion for people.

Qualifications:

1. Self-motivated and a willingness to learn new systems.
2. Passionate and enthusiastic about the mission of Bell Shoals Church.
3. Effective written, verbal, and interpersonal communication skills.
4. Excellent organization skills and attention to detail, including computer skills.
5. Ability to maintain confidentiality in regards to personnel, volunteers, and families.