



Position Title: Administrative Assistant – Facilities/Security

Hours/week: 12-16 hours/week (part-time)

Reports To: Director of Facilities and Maintenance

PRIMARY RESPONSIBILITIES:

1. Administrative tasks as assigned by Director of Facilities
 2. Assists Director of Security with administrative tasks as needed
 3. Orders supplies as requested
 4. Researches data and prepares reports, as requested
 5. Helps cover front desk as needed
 6. Other duties as requested
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SKILL/ABILITY/KNOWLEDGE REQUIREMENTS

1. An ongoing relationship with Jesus Christ demonstrated by regular prayer, Bible study, and worship attendance.
2. A member of Woodmen who supports the church vision and values, as well as contributes time and tithes and adheres to Woodmen's Statement of Faith and policy and belief documents
3. 3-5 years of experience in administrative support
4. Proficiency in Windows, Microsoft Word, Excel, PowerPoint, and Internet research
5. Strong written and verbal communication skills
6. Strong people skills and ability to prioritize multiple activities
7. Ability to work with little or no supervision
8. Knowledge of general office equipment (i.e., computer, copier, printer, fax machine, multi-line phone system, voicemail)
9. Ability to lift supplies (up to 30 lbs.)