

7/11/2022

**TRIUNE MERCY CENTER
GREENVILLE, SC**

JOB TITLE: Office Manager/Administrative Support- 20 hours

INCUMBENT: New

REPORTS TO: Associate Director

FLSA STATUS: Nonexempt

WORK WEEK: Monday through Thursday 9 - 1

ESSENTIAL FUNCTIONS: This job description is not necessarily an exhaustive list of all responsibilities, skills, duties, or requirements associated with the job, but are intended to be an accurate reflection of the current job. Triune Mercy Center reserves the right to revise the job or to require that additional or different tasks be performed based on the organization's needs.

DUTIES/RESPONSIBILITIES:

General

The office manager will be responsible for maintaining efficient office procedures and provide administrative support.

Office Management

- Assist with scheduling meetings and maintaining church calendar.
- Assist with managing calendars and meetings for clergy.
- Answer all incoming calls and triage as needed.
- Handle church communications and publications, creating and distributing bulletins and newsletters.
- Responsible for ordering customized materials; letterheads, business cards, offering envelopes, etc.
- Assist with on-boarding new staff; updating staff directory, and daily check lists.
- Work with bookkeeper to track and reply to donors, thank you letters, and in memory of and honor of correspondence.
- Replenish and order TMC office supplies, as needed.
- Check P.O. box weekly.
- Initiate the distribution and preparation process for Christmas and honor cards.
- Prepare for and coordinate annual Endowment board meeting.
- Print needed reports and forms for quarterly Board meeting.
- Communicate with copier vendor and train new staff on office procedures.

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- Review and print weekly bulletins for weekly services and special events.
- Purchase postage stamps and order holiday stamps in a timely manner.
- Assist as needed at front desk during the first two hours of the day.

MINIMUM QUALIFICATIONS REQUIRED:

- Must sense a call to Christian ministry, specifically among those whom Christ called the least of these.”
- 2 years office or administrative experience
- An associate degree in business, office management or equivalent combination of education and experience.
- 2 years office or administrative experience.
- Must have proven communication skills.
- Must be willing to work extended hours when required.
- Must be able to work as part of a team.
- Must be able to manage multiple tasks.
- Ability to keep confidential and sensitive information.

Physical Requirements

- Must be able to sit, stand and walk for prolonged periods of time.
- Must be able to coordinate multiple tasks simultaneously.
- Must be able to lift 20 pounds.

All employees recognize that Triune Mercy Center is a church and agree that they will do nothing as an employee of Triune Mercy Center to undermine its religious mission.