

Vacancy on Staff @ Hope Church (Singapore) – April 2022



We have a shared vision to fulfil the Great Commission - to love our neighbours, to make disciples, and to plant churches in Singapore and all over the world.

We strive to be a community that is Christ-centred, Holy Spirit empowered, and Bible-based. We are committed to God and to one another. We are ordinary people living out an extraordinary life with Jesus Christ.

We invite Hope Church (Singapore)'s dynamic and passionate members to join our growing staff team and be a part of a ministry that is making a lasting impact by bringing the gospel out to our community and the world!

Advertised: 01-04-22 | Closing Date: 30-04-22

Front Office & Facilities Administrator

Key Responsibilities:

Front Office

- Greet and attend to guests and visitors
- Handle queries via phone, email, chat bot and general correspondence
- Ensure cleanliness in office, manage office cleaner
- Attend to contractors & vendors
- Receive and dispatch deliveries, handle mails
- Perform ad-hoc administration duties
- Manage office meeting room bookings
- Order and restock office supplies and pantry items

Facilities

- Facilities Duty Staff on weekends for church services
- Manage meeting room bookings for all venues
- Collate Facilities services usage report – E.g., Utilities, photocopier, etc.
- Schedule and coordinate facilities maintenance with Facilities Duty Officer and contractors
- Roster Facilities Duty Officers
- Lead Facilities Ministry volunteers
- Assist with administrative tasks
- Perform ad-hoc facilities task or project as assign by Supervisor and Facilities Manager

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Requirements:

- A serving member of Hope Church (Singapore)
- Possess an A-level/Diploma qualification
- Able to work on weekends, either Saturday or Sunday
- Able to lead volunteers
- Able to work with contractors & vendors
- Administration & tasks management skills
- Interpersonal & communication skills
- Flexible & adaptable to change
- A team player who is hands-on & meticulous in his/her work and willing to learn and work beyond job scope when necessary
- Fresh graduates are welcome. Training will be provided

Please apply via e2hope, complete the application form, and attach your CV. If you are still waiting for your e2hope account to be activated, please send us a message.