

**Job Qualifications & Skills**

The Office Administrator serves as the welcoming first point of contact for the congregation, community members, and facility users. The ideal candidate is organized, detail-oriented, and able to manage multiple responsibilities in a respectful and confidential church environment.

**Qualifications include:**

- Proven administrative or office experience
- Strong organizational and time-management skills with the ability to prioritize tasks
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office (Word, Outlook, PowerPoint, Excel) and general office technology
- Strong interpersonal skills and a friendly, welcoming manner
- Ability to maintain confidentiality and exercise discretion
- Experience with bookkeeping, invoicing, or financial record-keeping is an asset
- Ability to work independently and collaboratively with church staff and volunteers
- Comfortable working in a faith-based, inclusive environment, supporting the mission of the church

**Employment terms**

Part time, permanent employment for 24 hours per week with occasional overtime.

Office hours Tuesdays to Friday from 9:00 am to 3:30 pm with a half hour lunch. There will be an initial three-month performance review to allow both the individual and Melville to address any concerns or to re-evaluate employment.

Salary range \$23 -\$25/hr with pension and benefits through the United Church of Canada.

Please forward resume, and cover letter directly to Karen Smillie, Chair, Melville United Church Ministry and Personnel Committee at [ksmillie00@gmail.com](mailto:ksmillie00@gmail.com)