**GBC OFFICE ADMINISTRATOR**

**KEY RESPONSIBILITIES**

**RECEPTIONIST**: Meet and greet all walk-in arrivals, Answering phone calls; Answering and screening of emails, Scheduling of appointments

**ADMINISTRATION**: General office administration; Managing petty cash; forwarding of payments to our bookkeeper, coordinating the booking of the venue for various groups, meetings and events; Sunday Service coordination including drawing up a communion duty roster, being a point of contact for the worship leader, receiving any notices to be shared in services, coordinating with the hospitality team and the deacon on duty

**EVENT COORDINATOR**: Venue set-up in liaison with the caretaker and hospitality team; Ensuring any AV materials are loaded onto the system; Ensuring that operators are available for sound and AV, Arranging catering for events such as New Members classes, Discipleship and Marriage Courses etc, Arranging a team to be available to serve and clean-up

**WEDDING & FUNERAL COORDINATOR**: Liaise with undertakers to determine the date and time of the funeral service, Liaise with families regarding seating, flowers, photos, AV materiel, Live-stream needs etc; Ensuring that the catering team is informed of catering needs and that funds are received in advance; Overseeing the loading of songs and other AV materials onto the system, Working closely with the AV ministry to ensure operators are available for sound, live-stream or AV requirements

**SOCIAL MEDIA OVERSIGHT**: Overall responsibility for the GBC social media platforms including WhatsApp, Facebook and the website. Ensure that these platforms are regularly updated and contain all relevant information

**CHARACTERISTICS REQUIRED**

A committed Christian

A member or regular attendee of GBC

A friendly, warm and welcoming personality

Trustworthy and self-disciplined

Proactive and creative

Excellent communicative skills in the English language, both written and oral

Energetic, self-motivated and able to handle pressure

Excellent organizational and administrative skills

Efficient problem solving skills

Proficient in Microsoft Office packages including, Excel, Word and Power-point

Excellent IT skills, including website management

A driver’s licence is essential

Available to work at evening functions as required

**OFFICE HOURS**: Mon – Fri, 8.30am to 1:30pm (available for evening events when required)

**STARTING DATE**: Mid January 2023

**SALARY**: To be discussed with short-listed candidates

Should you meet all the requirements as set out above, kindly forward a CV to [marc@gonubiebaptist.co.za](mailto:marc@gonubiebaptist.co.za)

Should you receive no feedback by 20 November please consider your application unsuccessful. **Short-listed candidates will be contacted in due course for an interview**.