



## Senior Administrator

This is a full-time position with The Vine Church Yuen Long. We are a church community that is English and Cantonese speaking and have Sunday services in both languages. We are looking for a candidate who can provide the operational and administrative support necessary to grow our dynamic church. This role requires good operational and administrative skills, attention to detail, problem solving ability, and self-initiative. It also involves a heart for seeing the church continue to grow and serve the city.

The Senior Administrator reports to the Lead Pastor.

### Key Responsibilities:

#### Operations

- Responsible for the day-to-day operations of the Church Venue & Office
- Oversee the maintenance and proper functioning of the church's premise and equipment and arrange for office repair with contractors/technicians
- Oversee and supervise the cleaning service providers and ensure the premise is clean and tidy
- Take charge of office stationery including Sunday Services' supplies (sourcing and replenishing)
- Maintain good records of office equipment, movable furniture, keys, cushions, chairs, etc.
- Liaise with IT service provider for all IT related issues and matters
- Handle venue booking (internal & external) and all related rental contracts and invoicing when needed
- Ensure office safety by maintaining First-aid Kits, conducting annual fire drill for staff members and layleaders
- Liaise with Building Management on any matters that will affect the office
- Supervise our Office Support staff, including delegating tasks and verifying timesheets

#### Administration

- Provide administrative support to the pastoral team
- Arrange meetings and prepare meeting agendas, take minutes of meetings, and follow up on required actions
- Process financial documents: file Disbursement Vouchers (DV) for office expenses, maintain accurate expenditure records, and manage petty cash for the office and support staff
- Submit weekly ministry data report
- Prepare and update Ministry Calendar as and when needed
- Responsible for registration, correspondence, and administration for church-wide and support ministry specific events

the vine church, yuen long

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- Work efficiently with our church related software to provide ministry database maintenance, and all necessary platforms
- Update community group and other information on the announcement boards in the church
- Create Sunday Service Rundown for Cantonese and English Sunday services
- Coordinate with the Welcome Team Leader regarding serving communion and for having counters for offering
- Coordinate logistics of events such as workshops, baptism and churchwide activities

### **Job Requirements:**

- Organized, versatile, relational and ability to think on the feet
- Support multiple tasks and be responsive to task execution in a timely and efficient manner
- Possess a strong sense of responsibility together with a high level of integrity and trust
- Able to work individually and as an excellent team player
- Willing to work on Sundays and some weekday evenings
- Excellent command of spoken and written in English and Chinese

### **How to Apply**

Please send your cover letter and resume with current and expected salary to [career@thevine.org.hk](mailto:career@thevine.org.hk).

Personal data provided by job applicants will be strictly used for recruitment purpose.

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