

## **Pastoral Executive Assistant**

The Vine is a multi-cultural, inter-denominational, and vibrant church community based in the Wan Chai district of Hong Kong. We are both a local and an international family, made up of people born and raised in Hong Kong, as well as those who have moved here from other countries.

This is a full-time position who reports directly to Executive Pastor and Associate Pastor, Wan Chai. The primary role and responsibilities of the Executive Assistant are as follows:

### **Key Responsibilities:**

#### **Executive Administrative Support**

- Provide Executive Administrative support including general administration, calendar management, appointment scheduling, room bookings etc.
- Provide assistance in minute takings, document editing and creation, note taking and general secretarial responsibilities, manage and track action items and deadlines.
- Produce presentation, policies, and other project documents, assist in translation activities where required.
- Handle daily correspondence and reports; manage flow of information across departments and within the pastoral team.
- Manage internal procedures, including expense claims, travel booking and scheduling, leave approval, etc.
- Coordinate and organise retreats/meetings internally and externally.
- Liaise closely with the Executive Assistant to Senior Pastor.

#### **Pastoral Team Support**

- Participate in Pastoral Team meetings, devotions, training and retreats.
- Prepare rosters for devotions, presentations and meeting facilitation.
- Assist with budget and ministry calendar preparation.
- Other duties and projects as assigned by the Executive Pastor and Associate Pastor from time to time.

### **Job Requirements:**

- Degree holder in Business Administration and/or formal secretarial training.
- Minimum 5 years' relevant experience as an Executive Assistant or Personal Assistant to senior management.
- Strong organisational and time management skills, self-motivated and proactive mindset.
- Professional with high integrity and responsibility, and uphold confidentiality.
- Detail-minded and able to work independently and multi-tasking.

- Excellent interpersonal communication and problem-solving skills.
- Proficient in written and spoken English and Chinese.
- Proficient in PC applications including MS Office.

### **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.