



Senior Operations Officer

This is a full-time position with The Vine Church Sheung Shui, a Chinese-speaking community ministry in Cantonese and Mandarin, focused on discipleship and outreach. We host regular worship services, ministry gatherings, and community activities throughout the week at our premises, which also includes a F&B, hospitality and neighbourhood connection.

The Senior Operations Officer reports to the Lead Pastor of The Vine Church Sheung Shui.

Work schedule: 5-day work week, from Tuesday to Saturday, 9am to 6pm.

Key Responsibilities:

Operations

- Oversee the day-to-day operations of the venue to ensure the premises are consistently ready for worship services, ministry gatherings, events, and community activities.
- Ensure premises security, safety, and compliance through clear opening and closing procedures, access control, and appropriate incident escalation.
- Oversee facilities and maintenance matters, including preventive upkeep, repair follow-up, and coordination with contractors and building management.
- Coordinate operational systems and processes that support the smooth running of the venue and ministry activities, including bookings, room usage, payments/POS where applicable, and basic IT continuity.
- Coordinate F&B related arrangements as part of the church's hospitality ministry, including occasional practical assistance when needed.
- Assist with purchasing, supplier coordination, and stock replenishment for venue and hospitality needs, with leadership oversight as required.
- Support other operational assignments and projects as required.
- Attend The Vine Church weekly Staff Devotion and Pastoral Team meeting.

Administration

- Maintain the master ministry calendar and weekly schedule, ensuring alignment across venue usage, ministry activities, and hospitality arrangements.
- Assist in the administrative and logistical arrangements for Sunday worship services, while working closely with the ministry leader who is responsible for planning and implementation.
- Handle the administrative coordination of programmes and events, including liaison with organisers, service providers, volunteers, and participants, to support smooth implementation.
- Manage ministry administration systems, including meeting support, database upkeep in church software, and timely weekly reporting for leadership planning.



- Handle office administration and finance processes, including reimbursements, payments, debit voucher and petty cash documentation, and coordination with The Vine Shared Services Team and external parties, with organised filing and record-keeping.
- Provide administrative support to the Lead Pastors, as required.
- Prepare presentations, policies, procedures, and other project documentation, and provide English-to-Chinese translation support as required.

Job Requirements:

- Degree holder in Business Administration and/or formal secretarial/administrative training.
- Minimum 5 years' relevant experience as an Operations Officer or Administrator.
- Strong organisational capacity, adaptability, and relational skills; able to work effectively in a fast-paced ministry environment.
- Strong prioritisation and execution skills, with a resourceful and solutions-oriented approach.
- A good steward with integrity, sound judgment, and attention to detail.
- Able to work well in a team and independently when required.
- Occasional work on weekday evenings or Sundays may be required.
- Proficiency in spoken and written English, Cantonese, and Mandarin is highly regarded.
- 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.

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