



Operations Assistant Job Overview

Qualifications for employment at Watermark include having made a life commitment to Jesus Christ, agreement in writing with the Beliefs and Governance statements of Watermark, and having a work history and a lifestyle that are consistent with biblical principles. Must be an existing Member of Watermark or willing to become one.

JOB TITLE: Operations Assistant

FLSA STATUS: Non-Exempt

DEPARTMENT: Operations

REPORTS TO: Director of Operations

POSITION SUMMARY: Responsible for providing professional administrative support for the Operations team (consisting of the HR, Finance, Facilities, Security, IT, and Tech Development teams), with direct responsibility for Dallas office services and supervising the Dallas campus Receptionist.

SPIRITUAL GIFTS:

- Administration, Serving, Discernment

ESSENTIAL SKILLS & EXPERIENCE:

- Two years of experience in administration is preferred
- Proficient in Microsoft Office
- Able to plan events

POSITION RESPONSIBILITIES:

- Operations Team Administrative Support
 - Calendar management and meeting scheduling for Ops directors.
 - Processing Ops invoices and pulling financial reports for Ops directors.
 - Creating and submitting expense reports for Ops directors.
- Dallas Office Services Management
 - Work with the Receptionist and IT teams to ensure that the copy workrooms on the Dallas campus are functioning and fully stocked (office supplies, printed materials, paper, postage machine, etc).
 - Maintain inventory and processes for the centralized section of the Fifth Floor Storage area.
 - Manage the All-Staff Master Calendar.
- Supervise Dallas Receptionist
 - Check in daily/weekly as needed to provide support, leadership, and direction.
 - Liaison between Receptionist and Ops team – help manage projects assigned to Receptionist.
 - Help coordinate volunteer team to sub in for the Receptionist as needed.
 - Fill in for Receptionist at the front desk as needed when volunteer coverage is not available.
- Other Areas
 - Serve as backup for the Dallas Campus Event Coordinator when they are out of the office.
 - Coordinate across teams for planning and execution of staff-wide events (Christmas party, staff retreat, play days, staff lunches, etc).
 - Assist in scheduling New Hire Trainings.
 - Serve as the liaison between Watermark and our East Tower Property Management Company.
 - Coordinate Sermon Project and Sermon Transcription Teams.
 - Assist the Facilities team in campus aesthetic projects (furniture selection, holiday décor, etc).
 - Support IT teams with current projects (Rock Registrations/Check-ins, Event System QC, Teams, etc).
 - Other tasks and duties as assigned.

MARKERS OF AN IDEAL CANDIDATE:

- Administrative, detail-oriented, and well organized.
- Works well alone, but able to communicate and interact across a variety of teams and tasks.
- Strong sense of initiative, ownership, and follow-through.
- Dependable, discreet, and discerning.