



Administrative 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: Administrative Assistant

FLSA STATUS: Non-Exempt

DEPARTMENT: Various

TIME REQUIREMENTS: Full-time; in-office

REPORTS TO: Various

VISION: Abiding in Jesus, we are making disciples together.

POSITION SUMMARY: Responsible for providing professional administrative support, managing and optimizing the daily, weekly, and monthly schedule and calendars for team members, as well as fielding day-to-day office and team correspondence.

POSITION RESPONSIBILITIES:

- Manage director's calendar and meeting schedule
- Complete office administration tasks; organizing, filing, and expense reports
- Receive and manage all correspondence; phone calls, email, and mail
- Keep the office clean, organized, and create a welcoming and hospitable environment for guests and scheduled appointments
- Participate in general Watermark staff-required activities (expense reporting, staff meetings, retreats, Christmas Eve, Easter, other "all hands on deck" events, etc.)

ROLE QUALIFICATIONS:

- Commitment to the vision and 10 markers of Watermark Community Church
- Commitment to Watermark's staff values: Dependent, Unified, Excellent, and Fun (DUEF)
- Two years of experience in administration is preferred
- Seasoned experience using Microsoft Office
- Excellent organizational skills
- Track record with diligence in following through on tasks and projects
- High verbal and written communication skills
- Excels at prioritizing well and anticipating future needs
- Flexible and adaptable
- Warm, hospitable, and joyful in demeanor
- Enjoys serving behind the scenes