



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

TIME REQUIREMENTS: Full Time

REPORTS TO: Senior Director of Operations

CLASSIFICATION: Non-Ministerial Role

STAFF MISSION STATEMENT: Inspiring and equipping every Member to live a life of full devotion to Christ.

POSITION SUMMARY: Responsible for providing professional administrative support for the Operations Team (consisting of the Staff Care, Finance, Facilities, Security, IT, and Tech Development teams), with direct responsibility for Dallas office services.

ESSENTIAL SKILLS & EXPERIENCE:

- Two years of experience in administration is preferred
- Proficient in Microsoft Office Suite
- Ability to manage multiple priorities simultaneously
- Ability to effectively communicate, both verbally and in writing

POSITION RESPONSIBILITIES:

1. Operations Team Administrative Support
 - Managing calendars and meeting schedules for Ops directors
 - Processing Ops invoices and pulling financial reports for Ops directors
 - Creating and submitting expense reports for Ops directors
 - Remaining available and flexible to assist the teams in whatever capacity needed
2. Dallas Office Services Management
 - Work to ensure that the copy workrooms on the Dallas campus are functioning and fully stocked (office supplies, printed materials, paper, postage machine, etc)
 - Manage the All-Staff Master Calendar
 - Work with Receptionist to maintain mail room and lost and found storage
 - Coordinate with Facilities to manage all staff break rooms, keeping areas clean, stocked, and well-organized
3. Other Areas
 - Serve as backup for the Dallas Campus Event Coordinator when they are out of the office
 - Assist in scheduling New Hire Trainings
 - Attending to any correspondence and emails from staff, members, and vendors
 - Serve as the liaison between Watermark and our East Tower Property Management Company
 - Coordinate Sermon Project and Sermon Transcription Teams
 - Other tasks and duties as assigned

DIRECT REPORTS: N/A

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