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

DEPARTMENT: Various

REPORTS TO: Various

FLSA STATUS: Non-Exempt

TIME REQUIREMENTS: Full Time

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, 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. Responsibilities include general office administration, distributing weekly meeting agendas, completion and submission of expense reports, and scheduling.

ESSENTIAL SKILLS & EXPERIENCE:

- 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

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

DIRECT REPORTS: N/A

MARKERS OF AN IDEAL CANDIDATE:

- Strategic thinker
- High capacity
- Flexible and adaptable
- Warm, hospitable, and joyful in demeanor
- Enjoys serving behind the scenes
- High attention to detail
- Self-starter
- Open to direct feedback