



Job title	<i>Office Administrator</i>
Reports to	<i>Executive Director</i>

Job purpose

This Office Administrator plays an integral role in affiliate support and the organizational strength of the ministry. This role provides administrative support for the various departments, handles bookkeeping issues, manages office operations in the absence of the executive director and answers and responds to calls and emails.

Duties and responsibilities

The Office Administrator supports key departments of the organization and manage day-to-day office operations of the ministry.

Responsibilities Include:

- Conducts clerical duties, including filing, answering phone calls, responding to emails and preparing documents
- Coordinates project deliverables for department operations
- Performs accounting tasks, including invoicing and budget tracking
- Schedules meetings and travel arrangements for senior members of the ministry
- Provides administrative support for operations team
- Manages office operations in the absence of the executive director
- Greets visitors and directs them to the appropriate offices

Qualification

A successful candidate will have:

- Growing relationship with Christ
- Proven experience as an **office administrator**, office assistant or relevant role
- Outstanding communication and interpersonal abilities
- High level of attention to detail
- Excellent organizational and leadership skills
- Familiarity with office management procedures and basic accounting principles
- Excellent knowledge of MS Office and office management software
- Qualifications in secretarial studies or completed post secondary education, will be an advantage
- Good critical thinking skills
- A team player mentality

Working conditions

The job is located in Akron, Ohio at the ICU Mobile headquarters with operating hours from 8 to 5 (1 hour lunch).

Physical requirements

The job operates primarily in an office environment.

Direct reports

None

Approved by:	<i>Greg VanBuskirk – Executive Director</i>
Date approved:	<i>12/6/2017</i>
Reviewed:	<i>N/A</i>

