



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

### **Job purpose**

This Office Administrator plays an integral role in affiliate support and organizational strength of the ministry. This role provides administrative support for the various departments, handle bookkeeping issues, manage office operations in the absence of the executive director and answer and respond 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:

- Conduct clerical duties, including filing, answering phone calls, responding to emails and preparing documents
- Coordinate project deliverables for department operations
- Perform accounting tasks, including invoicing and budget tracking
- Schedule meetings and travel arrangements for senior members of the company
- Provide administrative support for operations team
- Manage office operations in the absence of the executive director
- Greet visitors and direct 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
- 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

### **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

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