

**Administrative Assistant
Position Description
Wingate Baptist Church**

Role

The Administrative Assistant is responsible for maintaining church records, creating and distributing church correspondence and publications, and serving as church receptionist.

Responsibilities

- A. Coordinate and administer church financial data
- B. Serve as church receptionist
- C. Maintain church records
- D. Create and distribute church correspondence and publications
- E. Order supplies for kitchen, office, and custodial needs
- F. Serve as staff liaison to committees as assigned by the Pastor

Qualifications

- A. High School Diploma/GED - required, Associate Degree Business Administration preferred
- B. 3-5 years experience in a clerical setting
- C. Proficiency in Microsoft Office Products
- D. Motivated to work independently