

North Toronto Chinese Baptist Church Seeking an Office Manager

Role Summary

The Office Manager will report to the Senior Pastor and work under his supervision. The Office Manager will have overall administrative, clerical and building maintenance responsibilities of the church on a day-to-day basis.

Role Description

- Physical infrastructure management
- Information Technology hardware and web maintenance
- Administration and custodial staff management
- Additional clerical responsibilities as needed

Qualifications

- Mature Christian ascribing to evangelical and Baptist faith and polity
- Previous experience in personnel management & leadership
- Fluent in English and Cantonese with fluency in Mandarin would be an asset
- Proficiency in written English and Chinese plus computer literacy
- Previous Chinese church experience and building maintenance experience an asset

Application

Send your resume to SearchCommittee@ntcbc.ca

On the email subject line, please indicate “Office Manager”

多倫多北區華人浸信會 聘請行政主任

職位摘要

在主任牧師督導下，負責監管教會內日常之行政、文書工作及物業管理，並須向主任牧師匯報。

職責範圍

- 物業設施管理
- 資訊科技硬件及網絡之維修保養
- 管理行政幹事及事務員
- 其他文書職務

資歷要求

- 成熟基督徒，認同福音派及浸信會之信仰及治會方式
- 具人事管理及領導經驗
- 能操流利的英語及粵語，懂國語者較優
- 良好的中英文寫作能力及熟識電腦運作
- 具華人教會工作經驗者及屋宇維修經驗者較優

申請程序

有意申請者，請將履歷電郵至 SearchCommittee@ntcbc.ca
電郵標題請註明「Office Manager」