

Baptist Mid-Missions' Global Ministry Center Position Description



Position: Administrative Assistant
Department: Operations
Supervisor: Administrator for Operations

Our Mission

The Baptist Mid-Missions family exists to strategically advance the building of Christ's church, with His passion and for His glory, in vital partnership with Baptist churches worldwide. The Administrative Assistant for Operations helps steward the resources God's provided, to facilitate the Global Ministry Center staff the opportunity to do their ministry to the best of their abilities, and to support the administration to lead and model excellence.

Personnel Profile

The Administrative Assistant for Operations will demonstrate a credible and vibrant Christian testimony evidenced through personal godliness and a servant's spirit. Serving in the Operations department requires diligence, discretion, and confidentiality. Successful personnel will have excellent administrative and organizational skills, which are necessary to fulfill a variety of responsibilities, and to manage varying means of communication. The position requires a positive attitude for partnering responsibilities and a servant mindedness regarding assignments and tasks. Physical abilities to manage some manual labor tasks; like, but not limited to, climbing a ladder, kneeling or standing for long periods of time, and carry weighted boxes or items, are necessary for this position. It is imperative that all Baptist Mid-Missions personnel agree with and whole-heartedly support the organization's Articles of Faith and policies as a Baptist and separatist by conviction. The Global Ministry Center conducts its affairs in a business environment that requires a neat and professional appearance.

Training and Experience

- Associate degree (or better) in business administration, administrative assistant, or office management
- Experience managing staff and office duties
- Experience with budget and purchasing

Responsibilities

- Assist in administrative responsibilities regarding care of personnel and facility
- Manage the administrator's schedule, calendar, and expense reporting
- Assist in planning and facilitating corporate events: conferences, parties, meetings, etc.
- Facilitate purchases for building and staff needs, restocking supplies as necessary
- Keep employee documents updated and accurate
- Communicate with staff, vendors, and administration effectively and thoroughly
- Supervise Reception Desk: staffing for breaks and in emergency situations
- Actively participate in GMC staff functions and responsibilities
- Maintain documents, contracts, agreements, employment resumes, etc.
- Conduct background checks and update them for GMC staff as required
- Support the administrator with tasks and duties as it relates to operations

Skills

- Office Suite Proficiencies: Word, Excel, Access, PowerPoint, or similar package
- Communications: verbal, written; Public Relations
- Time management, Ability to multi-task and Organized
- Team-mindset
- General understanding of construction and building maintenance

For further information regarding employment with Baptist Mid-Missions contact
Jennifer Fisher ■ jfisher@bmm.org ■ 440-826-3930