



Office Manager Job Description

Job Title	Office Manager	Date: January 2018
Department	Administration	

Position Purpose

To assist the White Flag staff in the execution of administrative responsibilities, along with projects and the oversight of the front office as we seek to accomplish the mission of White Flag Christian Church:

TRANSFORMING LIVES BY CONNECTING PEOPLE TO JESUS, HIS WORD, AND COMMUNITY

Job Summary

To execute the administrative requirements for White Flag office staff.

Essential Responsibilities

1. Administrative
 - Answer phone / transfer calls / assist with general questions
 - Schedule appointments for various pastors
 - Order and maintain office supplies and equipment
 - Maintain master calendar
 - Update and maintain church database (Planning Center)
 - Record and maintain attendance via Church Metrics
 - Mail distribution
 - General support of various staff members
2. Hospitality
 - Maintain front desk
 - Welcome and assist visitors
 - Maintain office break room supplies, snacks and beverages
 - Escort guests for appointments
 - Maintain a clean and fresh front door and office experience
3. Oversee office volunteers
 - Train and supervise volunteers on various projects within in the office.

Key Success Factors (and Fit)

- A person with a servant’s heart and the gift of hospitality
- A person that is extremely well organized and pays great attention to detail
- A person that is willing to learn and grow in their understanding of programs and systems
- A person who works hard, plans ahead and can manage several projects at once
- A person with a supportive positive attitude for the leadership of White Flag
- A team player dedicated to the mission and strategy of White Flag
- A person who can maintain a high degree of confidentiality

Education, Experience, Skills and Abilities

- Experience and general understanding of administrative assistant responsibilities

Values and Competencies

- Upholds WFCC **B.A.S.I.C** Core Values
 - Bias for Action
 - Authenticity
 - Spiritual Growth
 - Integrity
 - Choose Unity
- Core Competencies:

Action Oriented	Decision Quality	Nimble Learning
Plans and Aligns	Practical Insights	Being Resilient
Resourcefulness	Organizational Savvy	Drives Results
Manages Complexity	Manages Ambiguity	Tech Savvy
Optimizes Processes	Cultivates Innovation	Data Acumen