

**Calvary Presbyterian Church Office Manager
August 12, 2018**

Position Details

- 30 hours per week: 9 a.m. – 3 p.m., Monday through Friday
- \$16 per hour to start with raise after a 6 month probationary period
- Paid Sick Leave – 1 hour earned for every 40 hours worked, accumulating to 40 hours, any excess over 40 hours is forfeited
- 8 Federal Holidays off with pay, if fall on a workday – New Year’s Day, MLK Jr. Day, President’s Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas
- Wages paid on the last day of the month

Job Skills Needed

The successful candidate is a person of Christian faith who:

- Has several years of prior office management/secretarial experience, church office experience a plus
- Has strong customer service skills, including phone reception
- Has mastered Microsoft Office: Word, Publisher, Power Point, Excel, and Outlook
- Is familiar with Google Calendar and Dropbox.
- Takes initiative and meets deadlines by completing projects/assigned tasks with minimal supervision and accuracy
- Has worked with volunteer staff
- Is a team player, but is detail oriented
- Maintains confidentiality
- Respectful, honest, responsible, on-time
- Has a good sense of humor