

Administrative Assistant Puyallup United Methodist Church

Description of Work: The Administrative Assistant plays a vital support role within the Puyallup United Methodist Church by performing a variety of receptionist, clerical and general office duties and tasks to assist the staff and leadership groups in their work of ministry. It is crucial that the Administrative Assistant provides service consistent with the ideals of the United Methodist Church and works within the guidelines of the Puyallup congregation policies.

RESPONSIBILITIES:

- Answer phones
- Greet guests
- Receive and sort mail
- Maintain file systems
- Type appropriate correspondence

- Maintain and properly use petty cash
- Receive, track and mail bills

- Format and edit bi-weekly newsletter
- Prepare and create brochures, promotional flyers, greeting cards, etc
- Prepare bulk mailings

- Recruit and supervise office volunteers
- Attend weekly staff meetings as scheduled
- Assist with coordination of building use
- Maintain church calendar and reader board

- Other duties as assigned

JOB QUALIFICATIONS:

- High school graduate, minimum.
- Minimum three to five years experience in a secretarial/receptionist position.
- Accurately spell, proofread, use correct grammar and punctuation, and correctly edit documents as necessary.
- Familiarity with office machines, including computer, copier, fax, folding machine, and Risograph.
- Competence with Word and Publisher software programs. Familiarity with Excel and Quickbooks useful.
- Experience with financial and membership software.
- Ability to set priorities, effectively manage work time, assume responsibility for completing tasks, and meet work deadlines and schedules.
- Maintain confidentiality.
- Take initiative and work with minimum supervision.
- Ability to deal with others in a tactful, diplomatic, and pastorally-sensitive manner.
- Ability to communicate effectively orally and in writing .
- Possess a positive attitude and provide service consistent with the ideals of the United Methodist Church

Employment Application Administrative Assistant

**Puyallup United Methodist Church
1919 West Pioneer, Puyallup, WA 98371**

**Please provide all information requested by typing or printing in ink.
Application must be received at the above address by 3:00 p.m. on September 9, 2005**

PERSONAL INFORMATION

Last Name: _____ First Name: _____ Middle Initial: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: (include area code) _____ Work or Message Phone: _____

EDUCATION AND TRAINING

High School: _____ Graduate/G.E.D Yes _____ No _____

Location: City and State: _____

College or University: _____ Years Completed: _____

Location: City and State: _____

Vocational and/or other Training: _____ Years Completed: _____

Location: City and State: _____

EMPLOYMENT HISTORY Starting with current or last employer, list your work record for the past 10 years. If additional space is needed, attach a separate sheet.

Employer's Name: _____ Your Job Title: _____

Employer's Address: _____

_____ Dates Employed: _____

Supervisor's Name and Title: _____

May we contact this employer? Yes _____ No _____ Supervisor's current phone number: _____

Reasons for leaving or considering change? _____

Employer's Name: _____ Your Job Title: _____

Employer's Address: _____

_____ Dates Employed: _____

Supervisor's Name and Title: _____

May we contact this employer? Yes _____ No _____ Supervisor's current phone number: _____

Reasons for leaving or considering change? _____

Employer's Name: _____ Your Job Title: _____

Employer's Address: _____

_____ Dates Employed: _____

Supervisor's Name and Title: _____

May we contact this employer? Yes _____ No _____ Supervisor's current phone number: _____

Reasons for leaving or considering change? _____

PROFESSIONAL REFERENCES (those familiar with your work experience)

Name: _____ Title: _____

Organization/Business: _____ Current Phone Number: _____

Name: _____ Title: _____

Organization/Business: _____ Current Phone Number: _____

Name: _____ Title: _____

Organization/Business: _____ Current Phone Number: _____

Please use a separate sheet of paper to answer the following questions:

1. Describe your receptionist and/or customer service experience.
2. Describe your secretarial experience, including work with newsletters, financial record-keeping, and/or database management.
3. Describe your experience with computers (listing software), and other office machines.
4. Describe your experience working with volunteers.
5. Describe how your experience and education qualify you for this position.

Please read the following carefully before signing this application:

The facts set forth in my application for employment are true and complete. I understand that false statements on this application will result in my disqualification as an applicant, or, if employed, will be cause for my dismissal.

I authorize the United Methodist Church to verify all statements in this application and secure any necessary information from all my employers, references, and academic institutions. I hereby release all those employers, references, academic institutions, and the United Methodist Church from any and all liability arising from their giving or receiving information about my employment history, academic credentials or qualifications and suitability for employment.

Signature: _____ **Date:** _____

Return this application and any attachments to:

Pastor Jim Lewis
Puyallup United Methodist Church
1919 West Pioneer
Puyallup, WA 98371-5211
or fax to 253-845-4620

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