

Office Coordinator

Principal Function

The Office Coordinator serves the larger staff team by handling all the human resources tasks, overseeing office equipment and the contracts, taking care of supply ordering, training and overseeing the volunteer receptionists, and managing the phone system. This part time job is at 12 hours/week and is an essential role to the staff at Community Church.

Qualifications

- A follower of Christ-committed to the vision of Community Church
- A team player
- Good communication skills
- Familiar with basic office equipment
- Familiar with computer and willingness to learn additional skills as required
- Good organizational skills
- Respect confidentially

Primary Responsibilities

Office Support and Coordination

- Manage all contracts for equipment requiring maintenance and lease management
- Oversee maintenance and upkeep of office equipment
- Train, oversee, and provide support for the volunteer receptionists, manage their schedule, and keep their handbook updated
- Oversee and manage all office supply ordering
- Handle all bus usage requests

Human Resources

- Handle new employee paperwork and orientation
- Payroll
- Create email accounts for new employees and maintain ccfdl group mailing lists
- Submit workman's compensation claims when necessary
- Handle all matters of health, dental, vision, life, and disability insurances for employees
- Manage the Department of Work Force Development compliance with posters updated etc.
- Manage key check-out/retrieval
- Work with insurance broker to review and negotiate new annual insurance premiums

- Insurance: File liability claims, keep physical copies of policies updated etc

Manage the Phone System

- Update all answering protocols for our phone system
- Provide template updates for each individual phone

Miscellaneous Office Responsibilities

- Prepare annual budget proposals for pertinent accounts
- Distribute church policies appropriately
- Respond to quarterly Agnesian Health and Wellness requests regarding DOT drug screening compliance
- Provide administrative support to the bookkeeper; midweek count, wire transfers, donor letter production, and bills/checks being mailed out
- Print and distribute Amazon receipts and maintain account
- Maintain orderliness/cleanliness of the work room

Reporting Structure

- This person reports directly to the Senior Pastor at Community Church

Community Church • N6717 Streblow Drive • Fond du Lac WI 549357 • 920-922-1477
Job Description updated: November 2018