



## GREATER ST. PAUL BAPTIST CHURCH OPEN POSITION ANNOUNCEMENT – FRONT OFFICE ASSISTANT

Greater St. Paul Baptist Church, “the Church for people on the grow”, has an immediate opening for a Front Office Assistant.

The ideal candidate for this position will have a minimum of two years experience performing general office duties which include, but are not limited to: answering phones, filing, data entry, copying, typing routine correspondence, and heavy, over-the-counter and over-the-telephone customer service responsibilities. This individual will possess proven ability to effectively and efficiently perform routine duties with minimal supervision, possess excellent interpersonal skills, have a strong work ethic, and work well in a team environment. Duties also include handling: Copy Center requests; ministry product sales, inventory, and cd/dvd duplication; and other tasks related to product development and sales.

### **MUST HAVE:**

- Minimum two years experience working in an office environment, handling multiple administrative/clerical tasks
- Proven strong customer service skills
- Excellent attention to detail and organizational skills
- Demonstrated flexibility to work well as a team player who helps wherever needed
- Excellent interpersonal skills
- Advanced computer skills in Microsoft Office Suite products
- Demonstrated ability to efficiently handle routine, repetitive tasks
- Strong work ethic demonstrated in both attendance and quality of work performed
- Experience working effectively and efficiently with minimal supervision
- High school diploma or equivalent. Some college preferred.

### **HELPFUL:**

- Prior experience working in a sales environment with heavy customer service responsibility. Experience working in a non-profit and/or religious (church) environment.

**HOURS:** TBD. Must be available to work evenings and weekends.

**SALARY:** Commensurate with experience. Greater St. Paul Baptist Church offers competitive salaries and other employee benefits to regular, full-time staff.

**Physical Requirements and Working Conditions:** Must possess mobility to work in a standard office setting and use standard office equipment. Strength to lift and carry materials weighing up to 20 pounds. Vision to read printed materials and a computer screen. Hearing and speech to communicate in person or over the telephone.

**APPLICATION PROCEDURE:** Qualified applicants may mail resumes to:

Human Resources Department  
Greater St. Paul Baptist Church  
1918 Martin Luther King Jr. Way  
Oakland, California 94612

Applicants may e-mail resumes to [hr@gspbc.org](mailto:hr@gspbc.org). Resumes may also be faxed to 510-452-1904.

Applicants may also pick up an employment application at the Greater St. Paul Administration Office located at 1918 Martin Luther King Jr. Way, Oakland, California during business hours – 9:00 AM to 6:00 PM weekdays. **No phone calls please.**

**Greater St. Paul Baptist Church is proud to be an equal opportunity employer.**