



Department: Administration

Job Title: Office Assistant

Supervisor Title: H.R. Coordinator

Office Assistant

Victory Mission's office assistant requires the heart of a missionary and the skills of an experienced front desk administrative assistant. The successful candidate should be outgoing and friendly with a friendly personality and a natural talent for customer service. We want everyone who enters the Mission to feel welcome. We are looking for an individual who is efficient and comfortable being a member of a team. The ability to multi-task, while managing administrative support, is essential in this position.

All employees of Springfield Victory Mission are an integral part of the outreach ministry of a non-denominational, evangelical ministry sharing the Gospel of Jesus Christ through emergency and educational services. All employees are Christian missionaries and are required, from time to time, to participate in Chapel services, outreach ministries, Bible studies and prayer times. Because of the nature of these types of ministries, it is an absolute necessity that each employee possesses and maintains a Christian testimony of their faith and experience in Jesus, and a lifestyle that is above reproach. What an employee does on their own time may seriously affect his/her ability to perform these types of ministries, which are an important part of their job.

Office Assistant's responsibilities and duties

- Support is provided by performing receptionist and administrative activities for Administration, Development, Marketing and Operations, including but not limited to:
 - Answers telephone in a polite and courteous manner and directs calls to appropriate individual making every effort to locate the designated person. Responds to voice mail messages promptly.
 - When necessary, takes messages ensuring that name, telephone number and message content is correct and delivered to correct individual. Follows up when urgency is needed.
 - Act as receptionist in the greeting and screening of Mission guests.
 - Performs clerical functions such as faxing, scanning photocopying, and mailing as necessary.
 - Performs data entry
 - Proofing letters/brochures/newsletters
 - Support with special events.

Office Assistant's skills

- High school diploma/GED required
- Ability to work in a team environment and interact with all levels of Victory Mission staff, volunteers and the public.
- Minimum of 1+ years' professional office preferred
- 1+ years' customer service experience preferred
- Excellent written and verbal communication skills
- Must have at least intermediate knowledge and skill with Microsoft Office 2010 or higher used for word processing, email, presentations, and spreadsheets
- Ability to lift and/or move up to 20 pounds with the expectation that items in excess of 20 pounds would be broken down into smaller components or additional assistance is required before lifting and/or moving.
- Portrays a positive professional public image at all times.
- Recognizes, appreciates, accepts and values differences in people and treats all with dignity and respect.

Please follow these directions to apply for this position: 1) Write letter explaining how you would use experience in each area above to benefit the Mission. 2) Submit resume in a word.doc or pdf format. Applicants will not be considered who do not submit these two required documents.

SUBJECT: Office Assistant

ATTN: Rita Chambers – Human Resources Coordinator - rchambers@victorymission.com