



Position: Assistant Executive Manager
Department: Support Services
Reports to: Executive Manager
Hours: Full-Time

POSITION SUMMARY

Reporting to the Executive Manager, the Assistant Executive Manager will assist to build, maintain and enhance systems, processes, and teams to facilitate the effective operation of our church as we grow. The role primarily is focused on implementation and providing the needed infrastructure for the ministry staff in their work of moving more people towards King Jesus. This person will work closely with the Executive Manager and also other Ministry team members to implement the vision and mission of Bukit Arang. The candidate will be someone who enjoys systems and gets excited about creating and maintaining the “trellis” of ministry because the individual wishes the “vine” to thrive!

DUTIES AND RESPONSIBILITIES:

The Assistant Executive Manager will have responsibility for the following areas:

Growth Implementation:

- Work with the Executive Manager to implement on the designated tasks in a timely and professional manner in order to meet the goals, priorities and workplans for the Support Services team.

Internal Office Management & Operations:

- Office Management:
 - Assist with the maintenance of all equipment, assets, IT systems to ensure that the church has a fully functioning technology infrastructure.
 - Work closely with the Church Secretary to ensure timely renewal and tabulation of vendor and supplier relationships.
 - Work closely with the Premises Officer to ensure the timely maintenance of our church building and move from reactive to preventive maintenance of our facilities. This includes the administering of security and access to our church facilities in coordination with the Premises Officer and our Church Administrator in charge of the premises booking calendar.
- Accounts and Financial Management:
 - Work with the Executive Manager to prepare an annual budget for Support Services for approval and implementation.
 - Assist to write, monitor and enforce policies.
 - Assist the Executive Manager to assemble the annual report and work closely with the Church Secretary and Church Administrator for the dissemination of the annual audit report.

- Internal Operations:
 - Work closely with the Premises Officer to coordinate and provide confidential, timely, considered, and objective advice on operational and planning matters to the Senior Pastoral team. This includes Sunday Operations and ministry initiatives.
 - Build, maintain and grow volunteer teams to serve in existing and new initiatives within ministries. This includes Audio Visual, Sunday Operations teams.
 - Work with the Church Administrator to submit documentation on processes and policy for new and existing initiatives for review by the Executive Manager that can be used as a communication tool and enable implementation to be carried out more effectively.

Connections and Volunteer Management:

- Events and Project Management:
 - Ensure all church-wide events run at a consistent standard.
 - Manage special events and projects as they come up by setting timelines, expectations and ensuring timely execution.
 - Assemble and train up volunteers to assist with events.
- Welcoming (Hospitality):
 - Assist in the planning and implementation of connection strategies to ensure that newcomers feel welcomed.
 - Assist in the upkeep of the newcomer database and work with staff and volunteers to ensure better follow-up.
 - Assist in volunteer recruitment and engagement opportunities
 - Assist in the organisation newcomer lunches once every two months to connect newcomers with Senior Pastoral staff and the Elders.

Requirements:

- A committed Christian who agrees to become a member of Bukit Arang.
- Minimum of 4-5 years of work experience. Candidate with leadership experience working in a mid to large size corporation is advantageous.
- Tertiary education is preferred.
- Needs to be adaptable and comfortable with change and responding to challenges through wise and sensitive problem-solving know-how.
- Natural leader with the ability to cultivate strong teams.
- Disciplined, independent and a self-starter. Proven ability to work in a team.
- Analytical and possess keenness in systems, processes and designing and creating infrastructures.
- Detail oriented and able to manage multiple tasks in a timely manner.
- Proficient in MS Office and Google applications.
- Good organisational, communication, interpersonal and negotiation skills.
- Good verbal and written English language.
- Preferably conversant in English and Mandarin.
- Willing to work weekday nights and weekends.