



Position: Assistant Executive Manager

Department: Support Services

Reports to: Executive Manager

Hours: Full-Time (5.5 days per week/46 hours)

Employee Workplace: Office

Remuneration: Gross \$3800-\$4500 with benefits, Annual leave 18 days

Position Summary: This position will further strengthen the Support Services team in Bukit Arang to work with the Executive Manager to oversee the day-to-day operational duties of running the Church. Additionally, to work with staff and volunteer teams to build, maintain and enhance systems, processes to enable the needed infrastructure and platforms to implement the vision and mission of Bukit Arang.

Key Responsibilities:

Church Office and Premises Management

- Assist the Executive Manager in the daily activities in running the Church. This includes working with the Support Services staff and the pastoral team to ensure that all operating matters are run smoothly.
- Prepare and manage project timelines and budgets for various church building management initiatives and the oversight of the premises budget and preferred vendors to keep costs reasonable.
- Increasingly move from reactive to preventive and smart maintenance of our premises. Involved in allocating best use for premises and to do forecasts for space planning.
- Prepare and manage project timelines for all church office matters and handle daily decisions to keep operations smooth.

Financial Management

- Assist in the preparation of the annual budget for the Support Services department.
- Assist in the preparation of the mid and end year internal financial review.
- Assist in all AGM related matters. Coordinate with ministry heads to assemble the annual report for review.
- Assist with any financial retooling projects and prepare any periodic reporting on financial matters for the Executive Manager as required.

Events Management

- Ensure all church-wide events are implemented to a consistent standard by working with all other ministries and the Support Services team.
- Project manage special events and projects as they come up by setting timelines, expectations and ensuring timely execution.
- Assist in recruitment of volunteers to assist with events as required.

- Ensure proper planning and after event debriefs are conducted. To refine processes and procedures for events as learnings are made.
- To be the overall in-charge for the annual Church Camp and assembling church camp team coordinators to prepare for camp.

Connections and Hospitality

- Assist in the planning and implementation of connection strategies to ensure that newcomers/guests feel welcomed and are plugged into the BA community to help them move towards King Jesus.
- Assist in volunteer recruitment and engagement opportunities.

Knowledge Management and Strategies for Church Operations

- Ensure compliance with Knowledge Management and continued upkeep of information and continuous learning.
- Help to develop strategies to improve church operations.
- Help to ensure compliance with existing Church policies and procedures and to cultivate good implementation processes.

The Person we are looking for someone who is:

- A committed Christian who will embrace Bukit Arang's vision and mission.
- A committed Christian who agrees to become a member of Bukit Arang, is a regular member at one of the English Gatherings and is committed to a regular small group.
- Minimum of 4-5 years of work experience. Candidates with leadership experience working in a mid to large size corporation are advantageous.
- Tertiary education is preferred.
- A hard worker with a servant heart and who shows evidence of character traits expected of church staff members, such as punctuality, humility, integrity, honesty and confidentiality in all situations.
- 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.
- Analytical and possess keenness in systems, processes and designing and creating infrastructures.
- Detailed oriented and able to manage multiple tasks in a timely manner.
- Should always exhibit professionalism, teachability and accountability.
- Ability to deal effectively and harmoniously with a wide variety of individuals.
- Willingness to be versatile, flexible and adaptable to changing priorities.
- Excellent organisational, communication, interpersonal skills.
- Works well in a team environment and is willing to collaborate.
- Should be a self-starter and be able to meet deadlines.
- Should have the ability to work independently without supervision.
- This role may require work on Sundays.
- Need to be willing to work evenings and weekends as needed.

Skills and Experience

- Proficiency in MS office applications (Word, Excel, PowerPoint) and experience in online applications (Google Workspace: Calendar, Drive, Forms, Sites etc) a plus.
- Preferably conversant in English and Mandarin.