



Grace at the Fray

## **Operations Administrator**

### ***Full-Time Job Opening in Jenkintown, PA***

Serge is a non-profit, mission-sending agency dedicated to sharing the gospel of Jesus Christ and bringing positive transformation to communities worldwide. We're seeking an experienced Administrator to join our home office and support the Senior Director of Finance & Operations. Qualified applicants will have executive-level experience in administration, calendaring, systems and software, project management, and event planning.

#### **Responsibilities**

- Provide focused, executive-level assistance, allowing the Director to focus on strategic priorities and operational objectives.
- Proactively coordinate and manage Director's calendar of travel, events, and daily and long range planning, and arrange domestic and international travel.
- Manage Director's communications among all levels within and outside the organization, drafting/editing correspondence, articles, reports, and presentations.
- Serve as primary liaison for Director's staff, including handling information exchange, taking/distributing meeting notes, and maintaining group documents and reports.
- Work as a member of the Operations team, providing backup support for coworkers when appropriate and actively supporting group goals.
- Utilize various computer systems to record, monitor, and generate reports on budgets, expenses, financials, strategies, and plans.
- Integrate metrics to create organization dashboards; create and manage Annual Plan, Strategic Plan and Financial Forecasting documents.
- Handle phone, email and postal inquiries and maintain organized filing system for paper and electronic documents.
- Proactively assess/troubleshoot operational procedures and suggest improvements.

#### **Requirements**

- Personal commitment to Jesus Christ with a genuine desire to apply one's knowledge, skills, and abilities to advance the gospel, minister to others, and serve as needed.
- Minimum four to six years' experience in administrative or executive support role.
- Bachelor's degree or comparable experience in related field is desired.
- Advanced computer skills including mastery of or strong aptitude for learning MS Office, MAC OS, SalesForce or other CRM, Google products/applications (including Drive, Mail, Hangout), Concur, Zoom, Tripit, and other web-based software.
- Skilled in project management, problem-solving, writing, and interpersonal relations.
- Proactive approach to work, high attention to detail, strong organizational skills, and ability to establish goals and meet deadlines for multiple tasks with minimal direction.
- Ability to work seamlessly and effectively with Director, to develop strong supportive relationships with coworkers, and to anticipate needs and work efficiently.
- Demonstrate interpersonal competence and exercise high level discretion in handling sensitive and confidential situations and communications.

**To Apply**, send resume and cover letter with salary requirement to [KLambrecht@Serge.org](mailto:KLambrecht@Serge.org), attn: Karen. For more information about our mission agency, visit [www.serge.org](http://www.serge.org). 6.18.18