



Grace at the Fray

## **Executive 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 Executive Administrator to join our home office to support the Senior Director of Finance & Information Systems. Qualified applicants will have executive-level experience in administration, calendaring, and project management. Strong organizational skills and an understanding of databases are a plus.

### **Responsibilities**

- Provide executive-level assistance, allowing the Director to focus on strategic priorities and operational objectives.
- Proactively coordinate and manage Director's calendar of travel, events, daily and long-range planning, and arrange domestic and international travel.
- Manage Director's communications among all levels within and outside the organization, preparing/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.
- Knowledge of Excel and Presentation software, along with G-Suite programs, to generate reports on budgets, expenses, financials, strategies, and plans.
- Analyze prior reporting and current situations to create actionable dashboards; create and manage Annual Plan, Strategic Plan and Financial Forecasting documents.
- Handle phone, email and postal inquiries and maintain organized digital filing system.
- 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.
- Computer skills including mastery of MS Office, MAC OS, Dropbox, Google products/applications (including Drive and Mail), Concur, Zoom, and other web-based software. Salesforce or other database knowledge a plus.
- 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 Wonmin Kim at [wkim@serge.org](mailto:wkim@serge.org). For more information about our mission agency, visit [www.serge.org](http://www.serge.org).