

WE'RE HIRING



JOB DESCRIPTION

Job Title: Office Administrator
Employer: Holy Trinity Cathedral
Report: The Dean
Period: start-September 2024
Terms: 16 hours per week (Monday - Thursday)
Salary: Hourly rate (negotiable)

446 Parnell Road
Parnell, Auckland 1052
PO Box 37 148
Parnell, Auckland 1151
T 09 303 9500
E office@holy-trinity.org.nz
www.holy-trinity.org.nz

ABOUT HOLY TRINITY CATHEDRAL

Holy Trinity Cathedral is the Mother Church of the Anglican Diocese of Auckland. We are a sacred space and a public space. We are a tūrangawaewae, 'standing ground' for all people in the Auckland diocese, city, and nation. We aim to be a place where all feel welcome and can say this is my place, I belong here.

ABOUT THE ROLE

A large number of people have contact with Holy Trinity Cathedral each year for worship, events, weddings, funerals, community gatherings, and a host of other functions. The office administrator will ensure that a friendly face greets those who come to the Cathedral office, and that the administrative tasks of the Cathedral are professionally and competently organised to a high standard. We are a small, tight-knit team of ten full and part timer staff and clergy.

RESPONSIBILITIES

- Oversee the day-to-day running of the Cathedral office, ensuring that the administrative processes run smoothly.
- Ensure the Cathedral diary is up to date and accurate across all worship spaces and venues within the scope of work.
- Maintain the parish roll by ensuring all parishioner details are up to date and accurate.
- Maintain filing systems, and ensure the proper retention, protection and disposal of records.
- Provide support to the staff team and Cathedral boards, including handling correspondence, preparing documents, scheduling meetings etc...
- Manage office communication channels, such as phone calls and emails.
- Manage data entry and other record keeping tasks.
- Oversee office supplies and ensure resources are available when needed.
- Review and update office policies as necessary to reflect changing needs.
- Ensure a safe and clean work environment.
- Manage baptism, wedding, funeral and interment initial enquiries.
- Assist with Cathedral hospitality as required.

CANDIDATE REQUIREMENTS

- Competent computer skills are a must.
- Excellent working knowledge of Microsoft Outlook.
- Excellent working knowledge of Microsoft i.e. Word, Excel etc...
- Knowledge of web management (Wix) is an advantage but not required.
- Attitude of hospitality
- Motivation and initiative
- People management
- Team player with excellent communication
- Creativity
- A sense of humour

Applications for this role close on Friday 30 August 2024.

Please send applications to The Very Reverend Anne Mills at htcdean@holy-trinity.org.nz

If you have any questions about this role, please call the Cathedral office on (09) 303 9500.