

## **OFFICE SUPERVISOR**

### **Description / Purpose**

The Office Supervisor performs administrative, financial, and office support activities. Candidates should be able to manage and prioritize a variety of tasks while maintaining accuracy and efficiency. The ideal candidate should also provide polite and professional assistance in person, or via phone, mail, and e-mail. This position reports directly to the Director of Administration.

### **Responsibilities**

- Organize and plan all mailings, including bulk mailings
- Manage supply orders for our administrative office and centers
- Organize involvement and training of administrative volunteers
- Perform a variety of data entry tasks
- Coordinate with the IT Director
- Organize and plan administrative tasks for special events
- Manage, with assistance from the Administrative Assistant, everyday office duties for our administrative office including, but not limited to, light cleaning and keeping common areas organized
- Contribute to overall team efforts by setting appropriate deadlines and ensuring effective communication within the team and other departments
- Fulfill receptionist responsibilities, as needed

### **Qualifications**

#### *Spiritual/Personal*

The successful candidate will:

- Have a personal, vital, and growing relationship with Jesus Christ and exhibit a Christ-centered life
- Be an active and committed part of a local ministry body
- Be in complete agreement with CPCOT's doctrinal and mission statement
- Be self-motivated and well-ordered in his/her personal life
- Have a warm, gentle, and hospitable spirit for the family of CPCOT
- Embrace CPCOT's values and the behaviors that support those values

#### *Professional*

The successful candidate will:

- Demonstrate a genuine desire to meet the needs of others
- Demonstrate meticulous attention to detail
- Self-organized and efficient
- Demonstrate the ability to lead a small team in administrative tasks

- Demonstrate the ability to establish and maintain effective relationships and partnerships with donors, volunteers, vendors, and staff
- Exhibit strong written and oral communication skills
- Demonstrate the ability to manage multiple projects, priorities, and deadlines simultaneously
- Function as a team player
- Be an innovative thinker, able to propose and execute solutions to complex issues
- Demonstrate a bias toward action and create a positive experience for others
- Thrive and be flexible in a fast-paced, changing, and challenging environment
- Associate's Degree or higher in a related field preferred
- Prior administrative or office experience required

### **Skills**

- Excellent oral and written communication skills
- Excellent computer skills, especially typing, data entry, and communication via email and other office media
- Proficient in Microsoft Office products
- Prior experience with bulk mailing is preferred

**CPCOT will consider full-time or part-time candidates. This position will be expected to be available during normal office hours each weekday, but some nights and weekends may be required. Telework not available.**

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