



ST. MARK'S LUTHERAN CHURCH
600 Cambridge Street
Winnipeg, Manitoba
R3M 3G9

Phone:(204) 452-4326
Fax: (204) 452-5630
Email:st.markslutheran@mymts.net
Rick Sauer, Pastor

EMPLOYMENT OPPORTUNITY

OFFICE ADMISTRATOR

The Office Administrator provides support for lead professional staff and other ministry activities of the congregation.

Skills and Knowledge

- proficient with Microsoft Office Suite (Word, Excel, Outlook, Publisher, PowerPoint)
- adept at learning software applications
- accurate maintenance a document filing system
- comfortable interacting with and responding to requests from our professional staff, congregation members and the general public in a courteous and respectful manner
- ability to exercise care in maintaining confidentiality of sensitive information
- proficiency in bookkeeping and payroll functions will be considered an asset.

This is a permanent part-time position (24 hours per week). Flexibility is possible in establishing a regular work schedule. In addition to a competitive salary, we offer a 100% employer-paid benefits package including pension and medical/dental insurance.

Applications including a cover letter and resume may be sent by electronic mail to:

st.markslutheran@mymts.net and marked to the attention of Brian Lorch, Chair, Congregational Council.

We anticipate beginning the process of reviewing applications the week of July 24.