



## Facilities Administrative Assistant

West Ridge Church, located in NW Atlanta, was founded in 1997 by Senior Pastor Brian Bloye. West Ridge has grown from just a handful of people meeting in an elementary school to over 5,000 people attending weekend services. Known as a non-traditional church, the mission of WRC has always been to lead people on a life-changing journey to become fully devoted followers of Jesus Christ. The Administration team exists to empower the ministries of the church and ensure we are good stewards of the resources that God has entrusted to us.

### ROLE SUMMARY

This position will provide organizational support to the Facilities Team at West Ridge Church.

### KEY RESPONSIBILITIES

Assisting Facilities Director

- Manage phone calls and emails as needed.
- Manage expense reports, charge request, receipts, and other financial processes.
- Maintain vehicle insurance, registration, and service logs.
- Oversee key control and check out process.
- Manage facility room reservations and asset/resource requests through church database.

### QUALIFICATIONS & REQUIRED SKILLS

- 5+ years advanced Excel spreadsheet experience
- Proficiency in Microsoft Word and Outlook
- Ability to produce great work results through relentless organization, uncompromising integrity, effective communication and proactive problem solving.
- Ability to serve a team helping to bring vision and values to life through administration and organization.
- Experience working in a team oriented and collaborative environment.
- Desire to serve, support, and care for others.
- Staff member is responsible to enlist, equip, empower, and encourage volunteer team members to assist in doing the work of the ministry.

**Schedule:** Monday-Thursday, Sunday

**Average Hours/Week:** 20-25

**Status:** Part Time, Non-Exempt

**Location:** West Ridge Church - Dallas, GA

**Reports to:** Facilities Director

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of employees. West Ridge Church Leadership reserves the right to revise the position, its job functions, minimum qualifications and other aspects of the position in any way at any time.*

