

Job Opportunity at Mission Bend United Methodist Church

Position: Part Time Administrative Assistant

**Mission Bend UMC is seeking candidates for the position of
Administrative Assistant**

The successful candidate will report to Senior Pastor

MINIMUM REQUIREMENTS

MINIMUM EDUCATIONAL REQUIREMENTS

High School Diploma or GED.

MINIMUM EXPERIENCE REQUIREMENTS

Two years of administrative experience is required.

MINIMUM LICENSE REQUIREMENTS

A Valid Texas Driver License is required, as candidate may be asked to travel locally on church business.

ADDITIONAL QUALIFICATIONS

- **Strong Computer Skills (Microsoft Windows, Word, Excel, Access, PowerPoint, Outlook)**
- **Proficiency in the Use of Standard Office Tools (Phones, Copy Machine, etc.)**
- **Strong Organizational and communication Skills with the ability to function in a sometimes fast paced and diverse environment**
- **Excellent Knowledge of English Composition and Punctuation**
- **Minimum of 2 Years' Experience as a Secretary**
- **Minimum Typing - 65 WPM with Accuracy and Transcribing Experience**
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- **To Apply:**

Please email your resume and contact information to:

office@mbumc.org