



St. Paul United Church of Christ
144 E. Palatine Road Palatine, IL 60067
(847) 358-0399

Office Administrator for Palatine church. This is a part time position, Monday-Friday, approximately 20-25 hours weekly.

Skills:

- Computer experience, particularly Microsoft Word and Excel.
- Strong time management and organizational skills to meet recurring and variable deadlines.
- Perform data entry and maintain electronic and hard copy filing systems.
- Transcribe, format, proofread, and edit documents.
- Attention to detail and accuracy in data entry and record keeping.

Primary responsibilities:

- Provide support to Pastor, boards and committees.
- Develop and maintain a filing system, both electronic and physical.
- Assist with general clerical duties as needed or directed by Pastor or full job description.
- Responsible for maintaining office inventory and order supplies when needed.

Send resume to St. Paul United Church of Christ at stpaulchurch144@gmail.com.