



Covenant Church has an immediate opening for an experienced **Administrative Assistant** to serve in our Security department at our **Carrollton** campus. This position supports our Security department's daily operations by performing administrative functions as part of a team responsible for managing security, compliance, and safety related items at all of our campuses. ***This is a full-time position working approximately 40 hours/week.***

The job description below represents the major tasks and duties. This is not intended to be an exhaustive list of all the responsibilities. Therefore, the individual may perform other related tasks as deemed appropriate.

Duties include, but are not limited to:

- Provide administrative/Security support duties for access control and physical security
- Issue and manage company badges for personnel and visitors
- Provide visitors information support, directions and assist in contacting visitor point of contact
- Reports Security and general maintenance problems to the proper authorities
- Maintains logs and records of occurrences
- Responsible for interpretation and dissemination of information from the Security Director
- Assists with distribution and control of keys
- Manage the duties involved to run the general office services and the upkeep of the physical space for the Security office
- Manage the storage of materials in the office
- Order and restock office supplies
- Other projects as assigned
- Provide secondary office support to the Operations department
- Assist other campus staff as needed

Knowledge/Skills Required:

- Detail oriented and capable of high volume of multi-tasking
- Strong written, verbal and organizational skills
- Must accurately perform clerical and administrative duties (typing, spelling, grammar, etc.)
- Must be proficient in MS Office (Advanced: Outlook, Word, Excel, Power Point)
- Customer Service oriented
- Must be able to maintain the strictest level of confidentiality
- Extensive organizational and time management skills
- Must be able to work in a deadline-driven environment
- Must possess the ability to produce in a fast-paced environment
- Must possess a "can-do" attitude with the ability to multi-task
- Must exhibit a professional and pleasant demeanor

- Proven experience in office environment
- High School Diploma
- 3-4 yrs. experience preferred (and/or an equivalent combination of education and experience)
- Fellowship One +
- Non-profit +
- Planning Center +

Ability to:

- Understand and follow oral and written instructions and directions
- Prioritize and organize a variety of tasks and responsibilities (multi-task)
- Establish & maintain effective working relationships with all Covenant Church Staff
- Communicate effectively
- Process and research from an analytical standpoint
- Problem-solve
- Reliable and energetic
- Self-motivated

Must be/have, but are not limited to:

- Covenant Church member in good standing
- Committed to Covenant Church and the vision of the ministry
- Personal and spiritual maturity to function among varying levels of ministry personnel and leadership
- Committed to ongoing personal Spiritual growth
- Willingness to learn new methods and software
- Must be able to work additional hours including nights & weekends (as needed)
- Must be able to sit or stand for prolonged periods of time
- Must be able to maintain continuous sitting, standing, walking, stooping, kneeling, reaching, pushing, pulling & carrying
- Must be able to continually turn & flex or rotation of the wrist(s), hands and spine
- Must be able to lift 15 lbs.
- Must be 18 years of age
- Must have valid State Driver's License
- Must pass background/criminal history check
- Must be able to provide proof of eligibility to work in the U.S.
- Bilingual +