

Position Description

Multi-Function Assistant Business Services and Properties Management Missouri Baptist Convention

Summary:

The Multi-Function Assistant for Business Services and Properties Management will support group members and staff on a daily basis.

Key Responsibilities:

1. Receivables
 - a. Process receipts
 - b. Post receipts
 - c. Assist with filing
 - d. Assist with special projects
2. Work with Properties Mgmt. Specialist on tasks as assigned
 - a. Empty trash and recycle cans
 - b. Clean and mop the assigned restrooms
 - c. Clean common areas such as break rooms, kitchen, lobbies, conference rooms
 - d. Assist in setting up for meetings and events
 - e. Vacuum and dust
 - f. Other duties as assigned
3. Back-up for the receptionist
 - a. Cover the switchboard for receptionist lunch and breaks as needed
 - b. Cover the switchboard for partial days off, with advance notice
 - c. Cover the switchboard in the event of an emergency with the receptionist
4. Assist in the mailroom
 - a. Cover the mailroom for partial days, with advance notice
 - b. Cover the mailroom in the event of an emergency with the mailroom clerk
 - c. Assist in the mailroom during high volume mailings as time permits
5. Ministry Support
 - a. Assist with clerical duties
 - b. Assist with special projects

Requirements:

- Maintain a positive attitude as we are seen by the public, management, and coworkers.
- Demonstrate the ability and willingness to complete demanding tasks.
- Be a member in good standing of a cooperating Missouri Baptist Church.
- Be proficient in Microsoft Office/Excel.
- Be a team player.