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Executive Assistant RSCN6086

Description
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Reliable Staffing is seeking qualified applicants to fill the position of a Executive Assistant in Naples, Florida.

In this role you will manage daily operations and maintaining office supplies and records. Coordinating, planning, and executing church events. Assisting to create budgets, pay bills, oversee payrolls, and track and record church income from donations and sales. Recruiting and hiring staff and volunteers, and overseeing their work and vacation schedules. Handling church communications and publications, creating and distributing bulletins and newsletters. Overseeing church facility maintenance and security operations. Assisting with scheduling meetings, renting church equipment and facilities, and enforcing church policies for facility use. Building and maintaining relationships with the congregation and community.

If you are a seasoned applicant with a background in Administrative Support, and a passion for people, performance, and growth, or know one who would be a great fit: Apply now!

Job Location
501 Goodlette-Frank Rd Building D100 Suite 24, 34102, Naples, FL, USA

Valid through
18.09.2029

Base Salary
$ 50000 - $ 58000

Employment Type
Full-time

Hiring organization
Reliable Staffing Corporation

Contacts
jobplacements@reliablestaffing.com

Industry
Administrative and Support Services

Skills

- **Organizational and Administrative Skills –** To manage daily operations, maintain records, track finances, and coordinate schedules effectively.
- **Event Planning and Coordination –** To successfully plan and execute church events, meetings, and facility rentals.
- **Financial Management –** To assist with budgeting, paying bills, overseeing payroll, and tracking income and expenses.
- **Communication and Interpersonal Skills –** To handle publications, coordinate with staff and volunteers, and build strong relationships with the congregation and community.

Qualifications

Church Administrator Requirements:

- An associate's degree in business, office management, or related field.
- 2 years' office or administrative experience.
- Excellent communication and interpersonal skills.
- Strong computer skills and ability to operate office equipment.
- Ability to handle stress and problem solve.
- Ability to keep confidential and sensitive information.
- A commitment to standing as a moral and upstanding representative of the church community.

Apply Now

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