**PLEASE POST**

**April 22 – May 3, 2018**

**POSITION: Administrative Assistant**

 **Fairmont Presbyterian Church**

**GENERAL INFORMATION: This position will be non-exempt, 35 hours/week (M-F) for the calendar year.**

**MAJOR RESPONSIBILITIES:**

1. **Serve as the first contact for those entering, or calling the church office.**
2. **Maintain the work flow of the office.**
3. **Furnish administrative support to the Pastors, professional staff, and ministry teams as needed.**

**SKILLS REQUIRED:**

1. **Competent with Microsoft Office**
2. **Willingness to learn new software applications**
3. **Excellent communication skills**

**SALARY: Range ($24,000 – $28,000) Commensurate with experience and skills.**

**COMPLETE POSITION DESCRIPTION: A complete position description including a list of skills needed can be found on the Fairmont Church website** [**www.fairmontchurch.org**](http://www.fairmontchurch.org/)**.**

**APPLICATION PROCEDURE:**

1. **The job application may be found on the Fairmont Church website** [**www.fairmontchurch.org**](http://www.fairmontchurch.org/)**.**
2. **Completed applications with accompanying documents should be mailed to:**

 **Lois Thomas c/o**

 **Fairmont Presbyterian Church**

 **3705 Far Hills Ave.**

 **Kettering, OH 45429.**

1. **Qualified candidates will be contacted for an interview within 2 weeks of receiving all necessary paperwork.**