



Office Assistant

Lubbock, TX - Part-Time/On-Site

Hours: Mon-Thurs 9a-4p

The part-time Office Assistant serves the body of Redeemer Church by providing receptionist and various administrative duties on behalf of the church staff. You'll deliver a human and helpful hospitality experience through creative problem-solving and a deep and thorough knowledge of how Redeemer works.

If you are a natural helper with the heart to serve others with your administrative giftings we would love for you to join our team.

Who you are:

- A love for God, the church, and non-believers
- Agree with Redeemer's doctrinal and elder statements
- Exemplary character and dependability
- Administratively gifted and motivated to check items off your to-do list
- Detail-oriented and skilled in prioritizing tasks
- Problem-solver that is quick to see problems and find solutions

What you'll do:

- Work directly with the HR & Finance Coordinator to oversee, maintain, and upkeep the office
- Greet, screen, and direct visitors
- Manage the church phone and email interactions

It'll be awesome if:

- You have experience with MS Office/G-Suite
- Strong written, verbal, and digital communication skills
- Excellent Customer Service skills and professionalism
- You realize the importance caffeinated beverages have on a team

Work Perks:

When you join Redeemer's staff, our prayer is that your faith will be bigger, your family will be closer, your leadership will be sharper, and your joy will be deeper. And while the biggest perk to working at Redeemer is doing work that makes an eternal difference, you'll find that's not the only benefit we offer:

- Generous 401(k) retirement plan
- Casual dress and work environment

Working Conditions, Requirements and Expectations:

This position receives moderate to limited supervision while working from objectives that have been set by the team leader. Most assignments are organized and carried out by standard practices or instructions. Unusual situations are rarely handled independently in this position. This role works in a fast-paced environment with multiple interruptions. This role needs to balance daily responsibilities while maintaining a high level of concentration and stress tolerance.

The physical activity of this position includes sitting, standing, and walking for an extended time. This role regularly communicates through talking and hearing and must be able to do so efficiently and effectively. Must be able to lift to 25 pounds on occasion.

At Redeemer Church, every staff member and resident is a minister and is expected to fully engage in the ministry of the church. We consider ministry readiness, and an individual's capacity to represent Redeemer Church's beliefs as a minister, during the selection process for all staff and residents. An essential function within every position held by a staff member or resident at Redeemer Church is to uphold and represent Redeemer Church and our beliefs in all areas of personal and professional life.