



Office Assistant

Lubbock, TX - Part-time

The Office Assistant will provide excellent support and service for Redeemer Church members and visitors while improving office efficiency.

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.

We will smile if you:

- Have a clear, professional, and informative communication style
- Are self-motivated, always curious, and consistently eager to learn
- Find creative problem solving fulfilling & challenging
- Proficient in G-suite and other computer applications

You'll enjoy this if you like:

- Developing a deep knowledge of Redeemer's staff and ministries to answer questions and help people engage with Redeemer
- Welcoming visitors and staying organized with administrative jobs

We will high-five you if:

- You thrive in a dynamic and collaborative environment and are dependable
- You have experience in a receptionist or similar position
- You are not only okay with, but expect, workplace shenanigans from time to time

(NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as needed to meet the ongoing needs of the organization.)