

# Church Operations Manager

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## **Responsibilities:**

- Provide leadership to the Church Operations Department in ensuring effective and efficient church services for all stakeholders
- Manage the department to provide comprehensive administrative support in the operations of the church to achieve her vision
- Exercise delegated authority in the selection and evaluation of staff
- Plan and manage the department's budget
- Supervise the collection, compilation and analysis of the church's data
- Coordinate with other departments to provide administrative support for all church activities

## **Requirements:**

- Degree
- At least 8 years of relevant working experience with 5 years in a supervisory role
- Proficient in Microsoft Office and familiar with various digital working tools such as Zoom, online collaboration tools etc.
- Good communication and interpersonal skills
- Able to work on weekends and some weekday evenings when needed

*If you are interested in any of the positions, please complete TCC Application Form and email it to us with your detailed resume to [hr@trinity.sg](mailto:hr@trinity.sg). Please note that only shortlisted applicants will be contacted. Thank you.*