

Job Description:

Position Title: Data Entry/Junior Admin Clerk

- Full-time contract position for 10 months
- Kings Park location, close to public transport
- Working with a great team
- Friendly and supportive environment
- Evangelistic organisation

Organisation Overview:

Continuing the lifelong work of Billy Graham, the Billy Graham Evangelistic Association exists to support and extend the evangelistic calling and ministry of Franklin Graham by proclaiming the Gospel of the Lord Jesus Christ to all we can by every effective means available to us and by equipping the church and others to do the same.

Job Overview:

The Data Entry/Junior Admin Clerk will report to the Donor Support Manager, will work directly with the Database Co-ordinator and will be responsible for functions including:

- Accurate data entry and processing
- Assisting with database related queries
- Assisting with associated internal and external queries via phone and email
- Performing additional administrative duties as needed
- Adhering to existing processes and creating new process to ensure data integrity
- Managing workflow to ensure deadlines are met

Job Requirements:

Selection Criteria:

Essential:

- Accurate data entry skills
- Highly organised with a strong attention to detail
- Excellent written and oral communication skills
- Strong interpersonal and organisational skills
- Solution driven
- Fast typing skills and proficient in Microsoft Office including excel
- Ability to work cooperatively and harmoniously within a team environment, as well as work autonomously
- Ability to multi task in a fast paced, dynamic environment
- Excellent time management skills
- Ability to keep strict confidentiality
- Strong initiative and self-motivated
- Good analytical and problem solving skills
- Committed Christian regularly attending a church
- Demonstrates spiritual maturity to represent the organisations well

Desirable:

- Experience with Raiser's Edge or similar database
- Experience working in the Not for Profit (NFP) sector
- Experience working with SharePoint software

How to Apply:

Please send your resume to yendib@billygraham.org.au