

## Administrative Assistant to Facilities Director

Milestone Church  
 Keller, Texas

Employment Type: P/T  
 20 hours per week

### Synopsis of Role

Office administrative support for Facilities Director, including organization of all operating systems either web-based or local software, assist in communications and interacting with all departments within Milestone Church, and facilitating and planning all campus events to include the weekend church services.

### Principal Responsibilities

- Organize, communicate, and assist with ServiceU events and meetings.
- Assist with managing facilities volunteer teams, background checks, and scheduling.
- Maintain, track, and schedule all Work Orders through Facilities Ticket System.
- Process all new staff members through our Onboarding Process including access cards.
- Coordinate appointments between Facilities Director and all affiliated vendors.
- Assist Facilities Director with his daily appointments, agenda, scheduling, and rescheduling projects or other activities.

### Competencies Critical to this Position

<b>Core Competencies</b>	<b>Technical Competencies</b>
Highly self-motivated, willing to work independently and stay focused in busy environment	Proficient in Word, Excel, Google Docs, Power Point, Social Media
Develop a working knowledge of building systems, operations and maintenance	MAC experience a must
Proficient in multitasking and the ability to quickly learn new operating systems	Ability to learn new software and programs with ease. Ability to work with numbers (budget)

### Education/Certification Requirements

- Associates Degree or Technical Training
- Related work experience 3+ years
- Past military experience a plus

### Key Performance Measurements

- Maintain communication and great relationships with Director and other departments.
- Ability to write effective short correspondence, communicate by e-mail and comfortable communicating in person or by phone with internal and external parties to resolve issues.
- Ability to deal with changes, delays and unexpected events.

*This description outlines the basic tasks and requirements for the position noted. It is not a comprehensive listing of all job duties.*

*If you are interested in this opportunity, please send your resume and cover letter to [recruiting@milestonechurch.com](mailto:recruiting@milestonechurch.com), Attn: Mark Thomas*

*Milestone Church offers comprehensive benefit packages, which are regularly reviewed to maintain competitive levels. Salary will be based on work experience, education level and relevant skill sets.*

*We would like to thank all applicants, however, only those who qualify for an interview will be contacted.*