Administrative Assistant at Frederick Church of the Brethren

The Administrative Assistant supports the daily operations of the Frederick Church of the Brethren office by providing friendly, professional, and organized administrative services. This role is ideal for someone who enjoys working in a faith-centered community environment and who takes pride in maintaining smooth front-office operations. The successful candidate will be a reliable point of contact for visitors and callers, assist staff with coordination tasks, and help preserve accurate records for the congregation.

Job Responsibilities:

- Answer incoming phone calls and greet visitors.
- Schedule appointments and manage calendars.
- Maintain files, records, and office documents.
- Respond to emails and assist with daily administrative tasks.
- Provide general support to office staff.

Qualifications:

- Strong communication and organizational skills.
- Basic computer skills (Microsoft Word, Excel, and email)
- Ability to multitask and work independently.
- Professional attitude and attention to detail.
- Previous office experience is a plus.

Competitive Pay

For more information Contact:

Gil.slacum@fcob.net