

First Presbyterian Church Harrison Ohio
Job Opening – Administrative Assistant
Part Time
Monday-Thursday, 9:00 a.m. – 1:00 p.m.

We are looking for someone with these qualifications:

- People skills: friendly, supportive, diplomatic, sensitive to confidentiality
- Technical skills: computer knowledge a must, including all components of Microsoft Office (Publisher, Outlook, Word, Excel, etc.), and a background in web design and social media is also desired
- Organizational skills: develop and maintain physical files and online technical files within the church office
- Office equipment: multi-function copier with booklet and scanning capabilities, multi-line phone system
- Supplier relations: purchase needed supplies and services within guidelines from various church committees, represent the church in discussions with suppliers that are seeking business with the church

Job applications are available in the church office. Or call the church office if you would like one emailed or mailed to you. 513-367-4301