



GREYFRIARS PRESBYTERIAN CHURCH

OFFICE MANAGER - 30 HOURS PER WEEK

Greyfriars is seeking a person with skills in office management, who is proficient in computer use, and with attention to detail to help lead the office team. The Office Manager ensures the efficient and friendly operation of the Greyfriars Church Office, providing administrative support to our spiritual ministries. The successful applicant will have experience with office reception, administration, communication, and finance. Experience of church life and faith is an advantage. Fluency in English is essential, knowledge of other languages is an advantage.

**For a job description and details of how to apply, visit our website
<https://www.greyfriars.org.nz/job-vacancies.html>
or email vacancy@greyfriars.org.nz**

