

## **OFFICE MANAGER**

**Position Title: Office Manager**

**R25 000 Negotiable, Full-Time (Office Based) Sandton**

**Reporting To: Executive Leadership / Senior Pastor's Office**

Our client is in the Global Ministry committed to transforming lives through faith, excellence, and service. The ministry seeks a highly organized, proactive, and professional **Office Manager** to oversee daily administrative operations and ensure the smooth functioning of the Sandton office.

### **Position Purpose**

The Office Manager will be responsible for managing office operations, coordinating administrative functions, supporting leadership teams, overseeing office resources, and ensuring an efficient and productive work environment. The successful candidate will demonstrate strong organizational skills, professionalism, integrity, and the ability to thrive in a fast-paced ministry environment.

### **Key Responsibilities**

#### **Office Administration & Operations**

- Manage the day-to-day operations of the office.
- Ensure the efficient running of all administrative processes and procedures.
- Develop and maintain office systems, policies, and operational standards.

#### **Executive and Leadership Support**

- Coordinate leadership calendars, meetings, and appointments.
- Prepare meeting agendas, presentations, reports, and minutes.
- Assist with travel arrangements, accommodation bookings, and event logistics.
- Manage confidential information with discretion and professionalism.

#### **Staff Coordination and Support**

- Coordinate office communication and internal announcements.
- Promote a positive, professional, and collaborative workplace culture.

#### **Financial and Procurement Administration**

- Monitor office budgets and administrative expenses.
- Process purchase orders, invoices, and supplier payments.
- Maintain accurate administrative and financial records.
- Assist in budget planning and cost control initiatives.

#### **Event and Ministry Support**

- Coordinate administrative requirements for ministry events, conferences, and special programmes.
- Assist with venue preparation, logistics, and stakeholder coordination.
- Work closely with ministry departments to ensure operational readiness for events.

**Compliance and Records Management**

- Maintain accurate filing systems, documentation, and records.
- Ensure compliance with organizational policies and relevant regulations.
- Manage contracts, service agreements, and administrative documentation.
- Ensure confidentiality and data protection standards are maintained.

**Minimum Requirements**

- Matric & Diploma or Degree in Business Administration, Office Management, Human Resources, or a related field
- Minimum 5 years' experience in an Office Manager, Administrative Manager, or similar role.
- Experience working within a church, ministry, non-profit organisation, or service-oriented environment will be advantageous.
- Proven experience managing office operations and administrative teams.
- Must have good communication skills
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).

Should you meet the requirements, send CV to [boldambitionagency@gmail.com](mailto:boldambitionagency@gmail.com) with ref LK/OM or apply online [www.africanambition.co.za](http://www.africanambition.co.za)