



Job Title: Office Manager

Overview: The Office Manager for South America Mission will ensure that the office operates with excellence and efficiency, promoting a healthy team dynamic and God-honoring atmosphere. Responsibilities will include visitor hospitality, event planning, managing office supplies and managing mailroom operations, and supporting staff with administrative tasks.

Individual Profile: The candidate must have a vibrant love for the Lord that leads to genuine care and support for SAM's missionaries and home office staff. The candidate should have excellent administration and organization skills in order to assist with the smooth functioning of the home office and care of its guests. A relational personality, comfort using technology, along with strong communication skills, are important competencies and qualities.

Key Responsibilities and Activities

Home office operations are supported by the management of office systems, supplies and services in order to achieve a high level of productivity. Missionaries, appointees, board members and other visitors are prepared for and cared for during their time spent in the home office. The reputation of South America Mission in the local community is enhanced.

1. Create and maintain an outstanding work environment in coordination with the Operations Director and other senior leaders, and demonstrate the love of Christ by nurturing a hospitable atmosphere in the office.
2. Coordinate scheduling events and maintaining the home office calendar.
3. Purchase office supplies, equipment, and furniture for the efficient working of staff.
4. Oversee the maintenance of office facilities and equipment.
5. Manage inbound communication to provide excellent customer service and support for the office team.
6. Serve the communications needs of our missionaries through the well-organized operation of the mailroom.
7. Lead office hospitality through the planning of events, support of various departments in their events and anticipating the needs of visiting missionaries.
8. Promote Kingdom ministry through generous collaboration with like-minded ministries and churches locally.
9. Coordinate volunteer office work and community engagement.
10. Provide administrative support to senior leadership as needed.

Professional Skills and Experience

1. Excellent analytical skills and attention to detail.
2. Proficiency in Microsoft Office, namely Word and Excel. Experience with MS Access Database preferred.
3. Commitment to engaging an international team with a customer service attitude.

SAM is an international, cross-cultural ministry focusing on church planting, leadership development and community development. Applicants should enthusiastically desire to participate in SAM's Mission, Vision and Identity as well as be able to affirm SAM's doctrinal statement. While fund-raising is not a specific requirement of this position, all SAM's employees are encouraged to represent our resourcing needs to outside constituents out of a desire to enable effective ministry.