

Job Vacancy!

Church of St Ignatius

Invites applications for

Church Administrator

(Full-Time)

Responsibilities:

- To assist the Parish Priest to manage the overall operations of the Church of St Ignatius
- To assist the Parish Accountant in the maintenance of the church's accounts and compiling its annual budget.
- To organize the church's main events e.g. Feast Day celebrations etc
- To source, purchase and set-up various equipment for the operation of the church, parish halls, according to the needs of the priests, ministries and staff of the parish
- To maintain all historical documents of the Church of St Ignatius

Requirements:

- A diploma or degree in Administration and with relevant working experience.
- Experience in PR and events organizing and/or parish work would be beneficial.
- Excellent communication and interpersonal skills
- Proficient in both written and spoken English
- Catholic Singaporean or PR

Interested candidates, please email your full resume with a non-returnable passport-size photograph to church@stignatius or write in before 31 January 2010, to:

The Parish Priest

Church of St Ignatius, 120 Kings Road, Singapore 268172

Only shortlisted candidates will be notified