

POSITION ANNOUNCEMENT

POSITION:

Records Clerk
Part time (25 hours per week)

Responsible for performing specialized clerical duties such as record-keeping and managing forms and information

DESCRIPTION:

Under the direction of the Finance and Administration department this position is responsible for the following:

- Input Records for churches worldwide
- Performing data entry duties for church records and related areas.
- Responsible for keeping records up to date and as accurate as possible.
- Update current Church information

SALARY RANGE:

Based on qualifications

QUALIFICATIONS:

- Self-motivator
- Good communication and interpersonal skills
- Ability to follow oral and written instructions
- Ability to prioritize multiple tasks
- Ability to work effectively with a team
- Ability to work independently
- Proficiency of Microsoft programs such as Outlook, Excel, Words
- Pass a background check
- High School diploma/GED

APPLICATION

DEADLINE:

March 1, 2018

CONTACT:

Administrative Services
Church of God of Prophecy
International Offices
PO Box 2910
Cleveland, TN 37320-2910
lhensley@cogop.org
(423) 559-5213