**Team Leader** – **Nasiya Ferrel**

**Reports To: President/CEO Jerri Robinson**

**Team Leader oversee the day-to-day operations of JRM office. They make sure that the ministry runs efficiently and that employees have what they need to be successful (e.g., supplies, a safe work environment). He or she will manage administrative or support staff.**

**Beyond the day-to-day running of the office, The Team Leader will also make sure that customer and client queries and complaints are addressed, keep employees productive and motivated, and create an office environment that is clean and safe — all while operating within their organization’s budget.**

**The Team Leader ensures the JRM office operate smoothly and cost-effectively.**

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**DUTIES AND RESPONSIBILITIES:**

* Strong written and verbal communication skills to produce reports, assign tasks, accept instructions and handle vendor contracts, among other tasks
* Hands on experience with office machines (e.g. copiers, fax machines, printers)
* 2-3 years of experience as an office clerk, administrative assistant, secretary or similar role in ministry or likewise
* Excellent time management skills and ability to prioritize work
* Organization and the ability to multitask to complete a wide variety of tasks
* Flexibility to help them adjust to new tasks if company or office needs change
* Strong interpersonal skills to interact positively with all employees
* Leadership ability to manage challenges and oversee employees
* Attention to detail to ensure tasks are completed thoroughly and correctly
* Working knowledge of mail processes, including how to use postage machines
* Familiarity with Microsoft Office Suite, Keap, Google Calendar, Facebook, Wix
* Bookkeeping skills
* Reliability and discretion (Confidentiality Is Vital)

**Position Requirements:**

Valid Driver’s License

Associates Degree (BA preferred)

Car

Computer (Laptop preferred) | MS Literate

Professionalism | Able to Keep Confidentiality to Private Information

Phone Etiquette

Attention to detail and organized