



Office Administrator

Full-time, United Kingdom, London (Hybrid)

Department

Central Services

Employment Type

Full-Time

Minimum Experience

Proficient

Hillsong is looking for an Office Administrator to join our Central Services Team.

This is a permanent full-time role. The role is based in our Central London office, located near Tottenham Court Road. Ideal candidates should be able to visit the office a minimum of three times a week.

The responsibilities of this position include overseeing the upkeep of two central locations, addressing general inquiries, handling maintenance, and serving as the initial point of contact for visitors. The role also involves supporting the administration of the Operations department and church.

Office Administration

- Presenting an excellent welcome to visitors and guests of Hillsong Church and being the first point of contact for visitors, deliveries, telephone and email general enquiries.
- Welcoming guests and visitors to Hillsong UK and working closely with the lead Pastors office to make provisions for those guests and visitors.
- Providing administrative assistance for the smooth running of Hillsong UK including, but not limited to, looking after the shared email accounts, room bookings, monitoring and completing online orders.
- Supporting and providing administrative assistance to other departments where needed.

Facilities Support

- Assisting with Health & Safety matters and helping to ensure staff, guest, and volunteer safety at all times.
- Be an approved Fire Marshall and assist the facilities manager with fire safety matters, to ensure the safety of staff, visitors, and volunteers at all times.
- Assisting the Facilities manager with keeping the FOH clean and tidy and ensuring that the Cornerstone building, and its shared spaces are always presentable.
- Fob management and periodic fob audits.

Registrations Support



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- The primary point of contact for all conference enquiries into the office through phone calls and emails.
- Assist delegates with visa requests by providing confirmation of bookings to support applications.

Operations Department Admin Support

- Concur – PO's and invoices for facilities and venue management.
- Booking contractors.
- Monthly vehicle admin management (including MOT and Tax).

Additional Responsibilities

- Additional tasks may be assigned by your oversight from time to time as required including conference and event responsibilities.

Skills & Educational Requirements:

Education:

- High school diploma or equivalent.
- Relevant administrative experience may be considered in lieu of a degree.

Experience:

- Experience in a similar accounting role or administrative role within a professional environment, including bookkeeping and managing information.
- Strong experience in management of data, reconciliation and analysis of information.

Skills and knowledge:

- Excellent organizational and time-management skills.
- Strong communication and interpersonal skills.
- Ability to prioritize tasks and handle multiple responsibilities.
- Proficiency in Microsoft Office Suite, including Excel, Word, and Outlook.
- Good attention to detail and accuracy.
- Ability to work independently and as part of a team.
- Customer-service orientation.
- Strong problem-solving and decision-making skills.

Why work for Hillsong Church?



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We work in a dynamic, growing, Christ-centred environment that is influencing the world. We're always looking for people to join our team! We have a range of exciting employment opportunities spanning various occupations, capabilities, and skill levels. Turn your passion for God into a career that builds the local and global church.

Employees at Hillsong are offered some great benefits including:

- 28 Days Annual Leave including bank holidays PLUS additional leave for office closure on the days between Christmas and New Year
- Enhanced Company Maternity leave
- Employer Pension Contribution
- Flexible working including hybrid working from home where possible
- Annual staff retreat at offsite location
- In-house learning and development with access to resources via online platform for enhancing personal and professional skills
- Opportunity to apply for financial support for external study programs and qualifications.
- Access to Employee Assistance Programs, including health, wellbeing, and other support available, specialist wellbeing resources and support available.
- Health Intervention program offering opportunity to be referred to professional health services.
- Interest free Season Ticket and Bike2Work loans

The role is looking for someone who can start immediately on a permanent contract.

If this sounds like you, we would love for you to apply today!