

**NATIONAL WMU
BIRMINGHAM, ALABAMA**



JOB TITLE: *Administrative Assistant*

STATUS: Part-Time Equivalent (18 Hour Work Week)

HUB ROLE:

To serve as a member of the Core Hub.

KEY RESPONSIBILITIES:

- Performs administrative tasks, processes building key requests, and supports internal security.
- Coordinates in-house service requests by working with staff and service providers.
- Obtains pricing, places orders, and manages vendor relationships for catering, PR items, and office supplies.
- Maintains the Master Calendar and monthly schedules for WMU staff and tenants.
- Tracks and manages Field Servicing requests and calendars.
- Prepares writer contracts and distributes complimentary copies of resources to staff and contributors.
- Assists hubs with records management.

QUALIFICATIONS:

- High school diploma or equivalent.
- Three to five years related work experience.
- Proficiency in Microsoft Office; willing to learn new technology
- Good communication, organization, and attention to detail; self-motivated.

LIFESTYLE:

Our organization plays a vital role in fulfilling the Great Commission through the partnership and support of individuals, churches, and associations. Every employee of WMU, therefore, functions as a minister of the Gospel through our role in fulfilling the Great Commission with which we have been charged. All employees must commit to living a life of personal holiness in imitation of Jesus Christ and bringing glory to God the Father in carrying out all assigned responsibilities, by the power of the Holy Spirit.

If you are interested in this position, submit your resume to Human Resources:

- Email: hr@wmu.org
- US mail: 100 Missionary Ridge, Birmingham, AL 35242

Resumes are kept in our applicant database for 12 months.