



Position Available – Lawrenceville, GA
Benefits - Yes

Job Title: Front Office Administrative Assistant

Mission to North America (MNA) serves PCA churches and presbyteries as they advance God's Kingdom in North America by planting, growing, and multiplying biblically healthy churches through the development of intentional evangelism and outreach ministries.

The Front Office Administrative Assistant is responsible for but not limited to: handling incoming calls thru the switchboard, timely and accurately detailed maintenance of the company database, ordering and maintaining kitchen/office supplies, handling incoming/outgoing mail and minimal light bookkeeping. The ideal candidate for this position will enjoy people contact and appreciate the opportunity to assist with a variety of administrative tasks as well as the opportunity to work on daily or weekly routine tasks.

This position reports directly to the Business Executive Assistant.

Requirements for this position:

- **A Christian whose life reflects mature spiritual growth**
- **Active in a local PCA or other evangelical church**
- **3 to 5 years of related work experience**
- **Experience in a professional business environment**
- **Proficient in Microsoft Windows, Word, Excel, and Outlook**
- **Exceptional interpersonal and communication skills**
- **Ability to work independently, assess priorities, take initiative and follow through on a variety of tasks**
- **Desire to serve others in a small team environment**

Resume and cover letter with salary requirements should be emailed, faxed or mailed, to the MNA office, per the contact information below:

Mission to North America
Attention: Human Resources
1700 North Brown Road, Suite 101
Lawrenceville, GA 30043
Fax: 678-825-1216 - Email: mnaemployment@pcanet.org