



Euangelion Training and Services Sdn Bhd

Company No. 913932-K
No. 53 (2nd Floor), Jalan SS23/15,
Taman SEA, 47400, Petaling Jaya, Selangor

JOB DESCRIPTION

Job Title: Administrative Assistant
Employer: Euangelion Training & Services Sdn. Bhd.
Working Days: 2 to 5 days a week [16-40 hours] (negotiable)

Purpose of Euangelion Training and Services Sdn. Bhd.

Euangelion Training & Services Sdn. Bhd. operates as Equip Gospel Ministries (Equip).

The mission of Equip is to prepare Christians for works of Gospel-centred ministry, in partnership with local churches, through Biblical, theological and practical training.

Main purpose of the Job

- To provide administrative, financial, and PR support for the work of Euangelion Training & Services and related or partnered companies, ministries, organisations or trusts which currently include, but are not limited to, Equip Gospel Ministries.

Christian Commitment

- To be committed to actively working and living in accordance with Equip's evangelical Christian beliefs.
- To be responsible for maintaining your own spiritual development in the context of a local church.
- It is expected that the post holder will subscribe, by means of profession and signature, to the doctrinal statement of Equip (see attached).

To apply for this position:

Email a current CV to helpdesk@equip.org.my

For more information:

Email: helpdesk@equip.org.my
Telephone: 012 610 1239 (Tim), 011-2153 0456 (Lydia)

PERSON SPECIFICATION

Job Title: Administrative Assistant

ATTRIBUTE/SKILL	ESSENTIAL	DESIRABLE
EDUCATION/ QUALIFICATIONS	<ul style="list-style-type: none"> • Degree (or equivalent) • Strong English language skills 	<ul style="list-style-type: none"> • Theological study • BM • Chinese
PROVEN ABILITIES	<ul style="list-style-type: none"> • Ability to work in a customer facing/student environment • Understanding of the evangelical church • Computer skills 	<ul style="list-style-type: none"> • Previous experience in administrative work.
SKILLS/ABILITIES	<ul style="list-style-type: none"> • Excellent verbal and written communication skills (English) • Accuracy and attention to detail • Good organisational skills, with the ability to juggle several tasks at once • Ability to work under pressure • Ability to work independently • Computer literate, including Microsoft Office • Ability to work independently with minimal supervision 	<ul style="list-style-type: none"> • Excellent verbal and written communication skills (BM or Chinese)
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Committed Christian • Faithfulness • Team player • Tactful/diplomatic • Maintains highest Integrity • Good interpersonal skills – warm, empathetic and outgoing personality • Flexible approach to work • Professional • Self-starter / Independent – ability to work on own initiative 	