



The mission of Crossroads International Church Amsterdam is to build a dynamic Christian community that attracts people to Christ, helps them take their next step in faith and equips them to serve God in the world.

Operations

The Operations department focuses on supporting the various ministries in the field of Operations, Administration, Finance, Facility Management and HR. The department coordinates, builds and implements policies in these fields. In addition, tasks and support activities are carried out for the various Ministries within Crossroads.

The Operation Department of Crossroads is currently recruiting a:

Office Manager 24 hrs

Function

As Office Manager you play a central role in providing office, secretarial and administrative support in order to ensure that organisational services within Crossroads are provided in an effective and efficient manner. You are responsible for arranging meetings and conferences and taking minutes. You will maintain several databases and order relevant office supplies. You perform reception duties by answering calls and mails and will greet and direct visitors. Coordinating and recruiting a team of volunteers to assist this department.

So who are you?

You have a MBO level of working and thinking and relevant work experience as office manager or secretary. You are a so called 'self-starter', take the initiative and are result oriented. You are able to liaise with a variety of stakeholders and to set priorities and organise. You also have excellent verbal and written communication skills in English. You have a close affinity with Crossroads goals.

What we offer?

We offer a versatile position within a young and enthusiastic team within a growing organisation. You will have the freedom and opportunity to continue developing yourself and achieve tangible results. Due to our commitment to spend our funds on achieving our mission, the salaries within Crossroads are not excessive. The monthly salary is in accordance with scale 4 of the PKN (Protestantse Kerk Nederland) based on a 40 hour working week. In addition we offer a pension plan and compensation for travel costs.

Interested?

If you recognise yourself in this outline and have seen your core qualities detailed above, we would like to meet you! If interested, please send your Letter of Introduction before 15 January 2019 (maximum one page) and CV (maximum two pages) within a single document to HR@xrds.nl. Applications will be processed as they come in. For inquiries related to the position, you can email or contact Johan Verboom, Ministry Leader of Operations, at (0)20-545-1444. Internal candidates have preferential treatment.