

## Office Administrator

At Talent Trust, we help missionaries be their best.

Missionaries live lives with unique challenges, and if they are not physically, mentally, and financially healthy they will not have the impact they have been called to.

We provide missionaries with the resources that they need to be their best. Our primary product is insurance specifically designed for missionaries, but we also offer other services to ensure missionaries can thrive.

We have a fun and encouraging team who regularly interact with each other, and are driven by a shared purpose of helping missionaries be their best.

We care about each other's growth, both professionally and spiritually, with structured training to help us develop in these areas. We encourage work-life balance and living up to our core values of being effective, relational, and humble. We also look to allow our team to use and grow in the skills and qualities that they bring with them.

We work in a modern environment with up-to-date equipment. We receive clear goals and targets and processes to understand what is expected of us.

Talent Trust believes that our team is our greatest asset. Apply to join our team today.

The mission of the Office Custodian is to ensure the needs related to the office facilities are met to ensure the business activities of Talent Trust can proceed smoothly.

### What you will be doing

- Provide general administrative support to other team members.
- Periodically review administrative support activities provided to the CEO and identify and implement administrative support process improvements as needed.
- Prepare and produce all letters, emails, and correspondence when needed.
- Coordinate and manage other specific projects that may be assigned from time to time.
- Manage office-related matters such as managing stationary, office equipment, or repair works.
- Communicating with and delivering documents to external service providers (Accountants, Auditors, visa providers, etc.).

### Who are you

- You are resourceful and a hands-on individual who pursues tasks with a sense of urgency. You take the initiative and are able to follow through with assigned tasks.
- You have the ability to think ahead and plan for a variety of contingencies.

- You are an active disciple of your Christian Faith – we will be asking for a reference from your pastor.

## You know you are successful when...

- You enable the Talent Trust team to carry out their roles and deliver their goals by giving them the space and support that they need.
- You are able to manage and track multiple tasks at once without letting things fall through the cracks.

If this sounds like you, we want to explore the opportunity for you to join our team.

## Benefits

- Individual health insurance, dental, and optometry allowance
- 13 public holidays plus 14 days annual leave, rising to 16 after 2 years, and 22 days after 5 years.
- 35 hours work week
- Weekly devotional sessions
- Bi-Annual retreat
- 1-month bonus
- Competitive salary
- Annual salary review
- Birthday celebrations
- Active on-the-job training and team support
- Flexible schedule based on life events

## Your Takeaway

- Greater purpose in your career
- Opportunity to serve the Great Commission through your work
- Satisfaction in knowing that you are making a difference in the lives of missionaries
- Professional and spiritual growth
- Work-life balance
- Part of a supportive and friendly team

If you feel that you would be the best person to join our team, please apply from the link below:

<https://tripetto.app/run/ONLNELJKEW>

This position is available to Malaysian citizens only.