



**New St. James Presbyterian Church, London Ontario  
is Hiring an Office Administrator**

**Closing Date: October 22, 2024**

New St. James Presbyterian Church (London, Ontario) is looking for an experienced Office Administrator to start on January 2, 2025. Working a 24-hour work week, Monday to Thursday, the successful candidate will report to the Minister. The Office Administrator is responsible for administrative office duties, and specific financial and website support functions. Relevant computer and strong people skills, including an ability to work with the public are required.

Administrative experience in a church setting is preferred. The successful candidate will require a Police Records Check.

Compensation will be commensurate with position responsibilities.

Please submit a resume by **October 22 , 2024** highlighting relevant experience and qualifications for this position to [humanresources@newstjames.ca](mailto:humanresources@newstjames.ca)

Include the names of three references. Only those scheduled for an interview will be contacted.

If you have questions or wish further information, please email [humanresources@newstjames.ca](mailto:humanresources@newstjames.ca)

**New St. James Presbyterian Church**

**280 Oxford Street East**

**London Ontario**

[www.newstjames.ca](http://www.newstjames.ca)