

**Documents Related to the Recruitment of  
THE BIBLE ENGAGEMENT MINISTRY ADMINISTRATIVE ASSISTANT  
Scripture Union Peninsular Malaysia  
1 January 2008**

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**Job Title: Administrative Assistant, Bible Engagement Ministry**  
**Reports to: The Bible Engagement Ministry Team Leader**

### **1. Job Description & Summary**

Working with the Bible Engagement Ministry Team Leader and with guidance from him/her, the Bible Engagement Ministry Administrative Assistant is to work with the rest of the Bible Engagement Ministry Team (comprising of up to 4-6 Ministry Staff, Associate Staff and Project Staff) so as to provide administrative, logistical, secretarial and clerical support for the effective implementation of the related ministry work as per the Departmental Thrust and the Vision and Mission of the Organization as outlined in this document.

Essential duties and responsibilities would include:

- a. Work related to the Upkeep of Data and Mailing list...
- b. Work related to the Stock Management of various related Resources and Materials...
- c. Work related to the Maintenance of various related Equipment...
- d. Work related to the Preparation for Special Meetings, Trainings Events and Camps...
- e. Work related to Meeting & Reporting within the Ministry Department...

### **2. Requirement & Qualifications**

The applicant should have some working experiences related to administrative, logistical, secretarial and/or clerical duties; with basic knowledge in Word Processing & related computer skills.

The suitable candidate should be a person who is:

- a. in agreement with the vision, mission, ethos and values of the Organization...
- b. willing to learn from one another and to work together as a team...
- c. willing to work in an inter-denominational context...

### **3. Stipend & Remuneration**

This position may be a full-time or a part-time job, with some flexibility in terms of working days and working hours. Subjected to the agreed final working arrangements, the successful candidate would receive a monthly pay package and other benefits which among others would include:

- a. A basic salary with EPF & Socso
- b. Related allowances
- c. Medical Benefits
- d. Annual Leaves, Public Holidays and Days Off

## **DEPARTMENTAL THRUST**

### **For the Scripture Union Bible Engagement Ministry**

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As one of the Ministry Departments of Scripture Union Peninsular Malaysia, the SU Bible Engagement Ministry seeks to help people grow in a personal relationship with God through the intake of the Scriptures. We pursue this core ministry by:

1. Producing various materials for Bible Reading and Bible Study.
2. Making such materials readily available.
3. Helping people to engage with God's Word.

#### **Our current Strategies and Products include:**

1. Various QT materials and Bible Reading Notes
2. Various Bible Study materials
3. The Bible Reading Promoter Network
4. Deputations and Book Tables at Churches and Christian Groups
5. Various Seminars and Training Events