



Job Opportunity

Office Administrator

Location	Stafford, Texas
Department	Finance/Administration
Type	Part time, hourly*

JOB PURPOSE

The Office Administrator will deliver crucial administrative support to the physical office, handling incoming calls, emails, and guests. This role extends its assistance across all teams, fostering the organization's productivity and overall success.

CORE CHARACTERISTICS

These principles guide and identify us as colleagues and representatives of Living Water:

- Honor God
- Develop People
- Pursue Excellence
- Be Good Stewards

KEY TASKS AND RESPONSIBILITIES

- Responsible for overseeing and managing telephone communications for the organization's primary line including accepting and processing donations made over the phone.
- Vigilantly oversee and upkeep the organization's email communications for info@water.cc.
- Welcome and courteously assist all guests and visitors.
- Facilitate the coordination of food orders and assist in the set up of the office for team meetings and special events.
- Provide assistance to travelers by facilitating hotel and transportation bookings.
- Efficiently handle incoming mail and packages, including receiving, opening and distributing accordingly and update mailing addresses as appropriate.
- Assemble packages for shipping, create labels, liaise with suitable shipping providers, and gather necessary shipping information as appropriate.
- Conduct weekly checks of office supplies, process requests from staff, initiate orders as required and upkeep assigned equipment.
- Organize and maintain the kitchen area, including ordering supplies and cleanliness.
- Offer comprehensive administrative and clerical support, encompassing tasks such as photocopying, scanning, faxing, composing letters and documents upon request, and fulfilling data entry needs.
- Assist remote workers in tasks which require physical presence in the office.
- Other duties as assigned.

EDUCATION / EXPERIENCE / SKILLS

- Bachelor's degree (including pursuing) or equivalent work experience
- Proficient in Microsoft Office products
- General database knowledge
- Knowledge of administrative and clerical procedures
- Excellent oral and written communication skills
- Effective Time Management
- Builds relationships and works well cross functionally
- Customer-focused orientation
- Excellent organization skills
- Organizational Awareness
- Ability to multi-task

More about Living Water

Living Water International exists to demonstrate the love of God by helping communities acquire desperately needed clean water and to experience “living water”—the gospel of Jesus Christ—which alone satisfies the deepest thirst. We mobilize churches and communities through water access, sanitation, and hygiene (WASH) interventions to increase the physical, spiritual, and social wellbeing of the most vulnerable in communities around the world. With over 300 global staff, we currently work in 18 countries and have provided access to safe water to nearly 6.5 million people.

**This position is non-benefits eligible as considered part time (less than 30 hours per week). Paid Holidays will be offered.*