

# OFFICE ADMINISTRATOR



## HENDERSON BAPTIST CHURCH OFFICE ADMINISTRATOR

If you have a passion for administration and would like to work in a supportive and friendly team, we'd love to hear from you!

12-16 hours/week over 3-4 days  
*(time and days negotiable)*

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Contact David Auty for a  
Position Results Description  
[david@hbc.org.nz](mailto:david@hbc.org.nz) or 09-8369900  
or go to [www.hbc.org.nz/vacancies](http://www.hbc.org.nz/vacancies)