

IT Administrative Assistant Role Summary: Cary, North Carolina, USA

The IT Administrative Assistant oversees administrative tasks for the TWR Global IT team such as document management, purchasing, IT meeting planning and oversight, helpdesk staff connection.

Core Competencies:

- ✓ Commitment to Jesus Christ as evidenced by a personal relationship
- ✓ Excitement about being involved in full-time missions and willingness to develop a team of prayer and financial partners
- ✓ Good analytical and problem-solving skills; enjoy working with challenges
- ✓ Strong interpersonal skills to collaborate effectively in a cross-cultural setting
- ✓ Able to plan, organize and manage resources toward strategic outcomes
- ✓ Effective verbal and written communication
- ✓ Able to organize information for self and others

Responsibilities:

- ✓ Manage documentation related to TWR global software licenses as a part of compliance
- ✓ Manage Global IT calendar, including setting up a method to remind key individuals of operationally critical recurring items
- ✓ Assist IT team members in equipment purchase
- ✓ Assist in Global IT expense and budget tracking
- ✓ Provide first-stop direction for staff seeking immediate helpdesk support from IT team
- ✓ Staff travel and special event planning

Desirable Qualifications:

- ✓ Proficient in the use of Microsoft office productivity tools: MS Word, MS Excel, MS Outlook
- ✓ Must speak, read, write, and comprehend English fluently