

IMMEDIATE JOB OPENING

Posted: September 8, 2026

Please refer to the attached **Job Description** for detailed information regarding responsibilities, qualifications, and requirements.

Application Instructions

Interested applicants should submit all required materials to:

Geneva Benefits Group

Attn: Human Resources

Email: careers@genevabenefits.org

Applicant Information

Applicant Name (First and Last): _____

Applicants must confirm completion and agreement with the following by checking each box and returning this page with their application materials:

- ☐ Cover Letter Included
- ☐ Resume Included
- ☐ Agreement with Geneva's Employer Statement (see below)
- ☐ Agreement with Geneva's Statement of Faith (attached)

Employer Statement

Geneva Benefits Group not discriminate against any person on the basis of race, color, gender, national origin, age, disability, or veteran status, whether in hiring, promotion, pay, or benefit decisions. Nevertheless, as a Christian ministry, Geneva reserves the right to hire only those individuals who make a credible profession of faith in Jesus Christ and who demonstrate qualifications for the position being filled. While as a church entity, Geneva is not subject to the Americans with Disabilities Act, Geneva does not discriminate against any qualified individuals with a disability. Geneva will make reasonable accommodations to allow a disabled employee to perform the essential functions of his or her job whenever possible. It is the responsibility of the disabled employee to request an accommodation of his or her physical or mental disability by contacting his or her supervisor.

About Geneva Benefits Group

Geneva serves those who serve others, providing practical support for the financial, physical, and emotional wellbeing of ministry leaders and workers.

Geneva was founded by the Presbyterian Church in America (PCA) and continues to serve the PCA and other reformed denominations.

Our Mission

Geneva Benefits Group supports the wellbeing of ministry leaders, workers, and their families, so they can live generously in every season of ministry.

Our Vision

We believe the gospel advances and the church thrives as men and women who serve PCA ministries grow spiritually, emotionally, and financially healthy.

Our Values

We Know You: We Understand Ministry Life

We Know How: We Continuously Pursue Excellence

We Care: Relationships Are Our Bottom Line

Job Description Office Administrator



Division:	Finance & Administration	FLSA Status:	Non-Exempt Full-Time
Department:	Administration	Location:	On-site Lawrenceville, GA
Reports to:	Sr. Director, Human Resources	Work Schedule:	Monday–Friday 7:45 AM – 4:45 PM

Summary

The Office Administrator plays a vital role in creating an efficient, welcoming, and service-oriented workplace environment. Serving as the primary point of contact for visitors, vendors, ministry partners, and staff, this position ensures a positive and professional experience while supporting the day-to-day operations of the organization.

This role provides comprehensive administrative and office operations support through the coordination of front office activities, facilities management, vendor relationships, records management, meeting and event logistics, and employee engagement initiatives. The Office Administrator helps maintain organized systems, supports operational excellence, and contributes to a culture of hospitality, teamwork, and service.

Success in this position requires exceptional organizational and customer service skills, strong attention to detail, sound judgment, discretion in handling confidential information, and the ability to effectively manage multiple priorities in a dynamic ministry-focused environment.

In addition to administrative responsibilities, this position plays an active role in maintaining clean, organized, and welcoming shared workspaces through routine housekeeping and workplace upkeep activities.

Key Responsibilities

Front Office Administration

- Serve as the primary receptionist and first point of contact for visitors, vendors, ministry partners, clients, and callers.
- Create a professional, welcoming, and service-oriented experience for all guests.
- Answer, screen, and route incoming telephone calls while responding to general inquiries.
- Manage building access and greet visitors appropriately.
- Maintain a professional, organized, and welcoming reception area.
- Monitor, prioritize, and respond to communications received through the designated Geneva email inboxes.
- Coordinate incoming and outgoing mail, shipments, and package distribution.

This Section to be Updated by HR Department Only

Title Office Administrator
Author H Chambliss
Div Owner F&A
Approved by ELT

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Last Revised Date 09/08/2026

Office Operations and Facilities

- Support the day-to-day operations of the office and shared workspaces.
- Maintain inventory and ordering of office and breakroom supplies within budget guidelines.
- Track and manage organizational assets and equipment.
- Coordinate vendor services, facility maintenance, office equipment repairs, and related service requests.
- Monitor office functionality and proactively identify workplace needs.
- Assist with setting up and restoring meeting rooms before and after meetings, training sessions, and organizational events.
- Maintain conference rooms, common areas, breakrooms, and shared spaces to ensure they are clean, organized, stocked, and ready for daily use.
- Perform routine housekeeping and cleaning duties, including vacuuming, mopping floors, dusting furniture and surfaces, cleaning and organizing breakroom and kitchen areas, cleaning office equipment and organizational assets, and maintaining the overall cleanliness, appearance, and functionality of shared office spaces.
- Routine housekeeping and workplace upkeep are essential functions of this position and constitute a regular part of the employee's responsibilities.
- Contribute to maintaining a safe, professional, and welcoming environment for employees, visitors, ministry partners, and clients.

Administrative and Organizational Support

- Provide administrative support through data entry, document preparation, records management, and maintenance of electronic and physical filing systems.
- Prepare correspondence, reports, meeting materials, and internal communications as assigned.
- Support the development, documentation, and continuous improvement of administrative procedures and workflows.
- Ensure administrative tasks are completed accurately, confidentially, and in a timely manner.
- Support organizational initiatives that foster a collaborative, professional, and service-oriented workplace culture.

Meetings, Events, and Employee Engagement

- Coordinate logistics for internal meetings, training sessions, and organizational events, including scheduling, room setup, vendor coordination, and materials preparation.
- Prepare meeting notes and distribute related communications as needed.
- Support staff communications and organizational announcements.
- Coordinate employee recognition activities, including staff celebrations, birthdays, and service anniversaries.

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- Participate in and support employee engagement initiatives and committee activities.

Records and Compliance

- Maintain accurate records and documentation.
- Ensure confidentiality and proper handling of sensitive personal information.
- Follow established procedures, service standards, and data security requirements.
- Support staff with administrative projects and operational initiatives as assigned.

Qualifications

Faith and Mission Alignment

- Demonstrated devotion to Jesus Christ, a commitment to the Christian faith, and a desire to make Him known through personal conduct and service.
- A Christian exhibiting mature spiritual growth, evidenced by the fruit of the Spirit and a firm grasp of foundational Christian doctrine.
- Active member of an evangelical church that affirms the tenets of historic Christianity (PCA preferred but not required).
- Genuine passion for serving the church and its ministry leaders.
- Affirmation of Geneva's Statement of Faith and adherence to the organization's Code of Conduct.

Education

- High school diploma required.
- Associate or Bachelor's degree preferred.

Experience

- Minimum of five years of progressively responsible administrative, office management, customer service, or business support experience.
- Experience working with confidential records and sensitive information preferred.

Core Competencies

- Exceptional customer service and interpersonal skills.
- Strong verbal and written communication skills.
- Excellent organizational skills, attention to detail, and follow-through.
- Ability to prioritize competing demands, manage multiple responsibilities, and adapt to changing priorities.
- High degree of professionalism, discretion, and confidentiality.
- Strong problem-solving, critical-thinking, and decision-making abilities.
- Dependable, resourceful, and self-directed work style.

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Job Description Office Administrator



- Ability to collaborate effectively with Geneva staff, PCA committees, churches, vendors, and ministry partners.
- Ability to maintain a clean, organized, and welcoming workplace environment while balancing administrative responsibilities.
- Commitment to excellence, service, and stewardship in both ministry and business environments.

Technical Skills

- Proficiency in Microsoft 365 applications, including Microsoft Word, Excel, PowerPoint, Outlook and Teams.
- Proficiency with Adobe Acrobat and standard office technologies.
- Experience using collaboration, communication, and project management platforms such as Microsoft Teams and Asana.

Work Environment & Physical Requirements

- This is a fully on-site role requiring daily in-office presence.
- This role includes regular hands-on cleaning and housekeeping responsibilities and is not solely an administrative position. Employees should be comfortable performing routine workplace cleaning, organization, and upkeep duties.
- Frequent sitting, standing, walking, and movement throughout the office.
- Ability to regularly bend, stoop, kneel, reach, lift, carry, and move supplies, equipment, and cleaning materials as part of the essential functions of the position.
- Occasional lifting and carrying of materials and supplies weighing up to 20 pounds.
- Frequent interaction with staff, vendors, visitors, ministry partners, and clients.
- Reasonable accommodations will be provided in accordance with applicable laws.

Additional Information

- This role does not include supervisory, hiring, disciplinary, compensation, or other management authority.
- Employees in this position are required to comply with Geneva's timekeeping and overtime policies.

General Statement

- This job description is not intended to be an exhaustive list of all responsibilities. Responsibilities may evolve based on organizational needs and priorities, and additional duties may be assigned to support Geneva's mission and operational objectives.
- This document does not constitute a contract of employment, either expressed or implied. Employment remains at-will.

This Section to be Updated by HR Department Only

Title	Office Administrator
Author	H Chambliss
Div Owner	F&A
Approved by	ELT

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Creation Date	04/01/2023
Review Date	09/08/2026
Last Revised Date	09/08/2026

Job Description Office Administrator



Author:	Heather Chambliss
Title:	Director of Business Operations
Date Created:	04/01/2023
Reviewed By:	Heather Chambliss
Title:	Sr. Director of Human Resources
Date Reviewed/Revised:	09/08/2026

A job description should be reviewed annually and updated as often as necessary.

See following page for revision tracking notes.

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Author H Chambliss
Div Owner F&A
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Purpose.

We believe it is important for current and future employees to understand the values inherent in our ministry and what is expected of them as we seek to serve our mission. To that end it is our conviction that we uphold the dignity of each individual as we embrace the unchanging and longstanding principles of scriptural truth. The Geneva Benefits Group (Geneva) Statement of Faith is not an exhaustive statement of our beliefs. The Bible, as the inspired and infallible Word of God, speaks with absolute authority regarding the proper conduct of mankind and is the unchanging foundation for all belief and behavior. As Geneva is an agency of the Presbyterian Church in America (PCA), the Constitution of the Church shall have control over any provisions of this document. Nonetheless, in order to provide transparency about our beliefs the following Statement of Faith has been created.

We Believe.

1. The Bible to be the inspired, infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2. There is one God, eternally existent in three persons-Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. In the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. In the necessity of regeneration by the Holy Spirit for salvation because of the radical corruption of human nature, and that one is justified on the single ground of faith in the shed blood of Christ, and that only by God's grace through faith alone are we saved (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5).
5. In resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation (John 5:28-29).
6. In the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28).
7. In the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).

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Title	Statement of Faith
Author	C Lilly
Dept Owner	HR
Approved by	ELT

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POLICY
Statement of Faith



8. The Gospel message is for every tribe, tongue, and nation. (Revelation 7:9-10, 14:6).
9. Bible-believing, professed Christians should be faithful members of a Gospel preaching church. (Acts 2:42, 44, 46; Hebrews 10:24-25).

This Statement of Faith reflects the intentions of Geneva. However, all hiring, job placement, discharge, and other employment decisions will be made in and at the sole discretion of Geneva.

Regardless of denominational affiliation, all employees agree to respect the PCA's and Geneva's beliefs. Geneva reserves the right to discharge employees for any reason, including but not limited to immoral or unethical conduct, conduct contrary to Scriptural teachings, habitual or unrepentant sin, and conduct negatively affecting other employees or reflecting negatively on Geneva's ministry and witness for Christ, and without regard to whether such conduct occurs on or off company time or premises.

Geneva's Executive Leadership Team ("ELT") holds final interpretive authority on biblical meaning and application with regard to the impact of PCA faith, doctrine, policy, practice, and discipline on all Geneva employment and operational decisions.

The ecclesiastical Constitution of the Church is defined in the Book of Church Order, Preface III. The provisions of the Constitution shall [have] control over any provisions of this Policy to the extent of any conflict therewith.

I hereby acknowledge that I have received, read, and understand this Statement of Faith as outlined above. I also acknowledge that I am in agreement with this Statement of Faith.

Signature	
Printed Name	
Date	

Return signed form to the Geneva's HR Department

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Author C Lilly
Dept Owner HR
Approved by ELT

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