



# All Peoples Church

**& World Outreach**

#319, 2nd Floor, 7th Main, HRBR Layout, 2nd Block, Kalyan Nagar  
Bangalore 560 043, INDIA

Phone: +91-80-25452617 | [contact@apcwo.org](mailto:contact@apcwo.org) | [www.apcwo.org](http://www.apcwo.org)

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## OFFICE MANAGER

### SUMMARY

To oversee and manage the day-to-day operations, administration, facilities, front office functions, and organizational processes of APC Bangalore. The Office Manager will ensure the smooth functioning of office operations, provide administrative support, coordinate appointments, improve internal processes, manage vendors and office resources, and create a welcoming, cheerful, and efficient work environment that supports the ministry and staff.

### VISION

To provide excellent operational and administrative support that enables APC Office to function effectively and efficiently. Through strong organization, initiative, people skills, and process improvement, foster a joyful, productive, and Christ-centered workplace that supports the ministry's mission and vision.

Please review the APC Organization Chart available on OUR TEAM page ([apcwo.org/about-us/our-team](http://apcwo.org/about-us/our-team)).

### SCOPE

The Office Manager will oversee the day-to-day administration, operations, facilities, and front office functions of APC Bangalore. This role includes managing office resources, vendors, administrative processes, documentation, communications, and Chrysalis counseling appointment coordination, while providing operational support to ministry departments as needed. The Office Manager will also contribute to process improvement initiatives and may assist with planning and coordination of church services, events, conferences, and special programs where required.

### ROLE DESCRIPTION

- Oversee the daily functioning of the APC office and ensure all administrative operations run smoothly and efficiently.
- Manage front office operations and ensure a professional, welcoming, and hospitable experience for visitors, staff, and guests.
- Foster a positive, joyful, and encouraging office culture that reflects Christian values.
- Coordinate office schedules, meetings, calendars, and administrative activities. Ensure food, refreshments and other logistical requirements are taken care of.
- Ensure all office resources, supplies, equipment, and facilities are properly maintained and available.



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- Manage office vendors, service providers, maintenance personnel, and related contracts.
- Monitor office budgets, expenses, purchases, and resource utilization with good stewardship and accountability.
- Handle administrative correspondence, communication, documentation, and record keeping.
- Coordinate Chrysalis counseling appointments and related administrative processes while maintaining appropriate confidentiality.
- Support ministry departments with administrative and operational requirements as needed.
- Ensure compliance with organizational policies, procedures, and operational standards.
- Review, improve, and streamline office systems and processes to increase efficiency and effectiveness.
- Create, document, maintain, and update Standard Operating Procedures (SOPs) and office workflows and Identify operational challenges and proactively implement solutions and improvements.
- Work effectively with staff, volunteers, congregation members, ministry leaders, vendors, and external partners.
- Demonstrate strong interpersonal skills and maintain healthy working relationships across teams.
- Plan, organise, and coordinate APC services, events, conferences, camps, and special programs and oversee the Event coordinator for on ground execution.
- Coordinate event logistics, timelines, vendor requirements, registrations, communications, and administrative preparations along with the Events coordinator.
- Work closely with Events coordinator to ensure smooth implementation of events.
- Support ministry leaders with planning and administrative coordination for major church events and initiatives.
- Support in HR admin activities as required.

## **REQUIRED KNOWLEDGE AND SKILLS**

- Must be a committed congregant at APC and preferably well connected to the APC church community.
  - Must have exceptional interpersonal and communication skills, both verbal and written.
  - Must demonstrate professionalism, contemporary workplace etiquette, and maturity in interactions.
- Must have a cheerful, pleasant, and positive personality that contributes to a healthy office culture.
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- Must possess strong administrative, organizational, and operational management abilities.
- Must demonstrate initiative, creativity, attention to detail, and problem-solving skills.
- Must be highly organized and capable of managing multiple responsibilities simultaneously.
- Must have strong vendor management and coordination skills.
- Must have experience creating, documenting, and improving organizational processes.
- Must be proficient in written communication, documentation, and administrative reporting.
- Event planning and coordination experience will be considered a significant advantage.

## **GROWTH OPPORTUNITY**

You will have the opportunity to expand your team, as the volume of work increases, develop, and lead a team of people. Over time, based on your personal development and performance you will have the opportunity of growing internally at APC to take on other ministry roles that are of interest and suited for you.

As APC is a local church and Christian ministry, all positions require people who are passionate about Jesus Christ, and who are called, anointed and committed to serving Him and people to see lives touched and transformed into Christ-likeness.

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*Please note, that all staff positions at APC require individuals who have a definite call of God, who are organized, strong leaders, responsible, team players, punctual, committed to excellence, maintaining a strong personal walk with God, leading by example and sold out to God!*



## **GENERAL INFORMATION**



## **ABOUT ALL PEOPLES CHURCH**

All Peoples Church is a Jesus loving, Word focused, Spirit-filled, family church, an equipping center, a missions base, and a world outreach.

As a **family church**, we grow together as a community in Christ centered fellowship, caring and serving each other in love as the assembly of God.

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As an **equipping center** we empower and equip every believer to live victoriously, mature into Christlikeness and fulfil God's purposes for their lives.

As a **missions base** we engage in meaningful ministry to bless our city, nation and the nations with the full Gospel of Jesus Christ through the Word of God and supernatural demonstrations of the power of the Holy Spirit.

As a **world outreach** we serve locally and globally by nurturing godly leaders and Spirit filled churches who can impact their regions for the Kingdom of God.

The vision of All Peoples Church is to be salt and light in the city of Bangalore and a voice to the nation of India and to the nations.

## USEFUL LINKS

Online Sunday Church service live stream every Sunday at 10:30am (Indian Time, GMT+5:30). Spirit filled, anointed worship, Word and ministry for healing, miracles, and deliverance.

**YOUTUBE:** <https://youtube.com/allpeopleschurchbangalore>

**WEBSITE:** <https://apcwo.org/live>

Our other websites and free resources:

**CHURCH:** <https://apcwo.org>

**FREE SERMONS:** <https://apcwo.org/resources/sermons>

**FREE BOOKS:** <https://apcwo.org/books/english>

**DAILY DEVOTIONALS:** <https://apcwo.org/resources/daily-devotional>

**JESUS CHRIST:** <https://examiningjesus.com>

**BIBLE COLLEGE:** <https://apcbiblecollege.org>

**E-LEARNING:** <https://apcbiblecollege.org/elearn>

**COUNSELING:** <https://chrysalislife.org>

**MUSIC:** <https://apcmusic.org>

**MINISTERS FELLOWSHIP:** <https://pamfi.org>

**CHURCH APP:** <https://apcwo.org/app>

**CHURCHES:** <https://apcwo.org/ministries/churches>