

Office Manager, The Creative Hub

Got talent
#JoinAlpha

Working in the Product Development and Management Team (PDM), in The Creative Hub (ACH) in Kuala Lumpur Malaysia, this role presents a unique opportunity to contribute to the growth of Alpha, in its service of the global church, at this exciting time.

The role of Office Manager of The Creative Hub is both an integral and strategic role in maintaining the facilities high working standards, and safe and efficient day-to-day operations between various teams, visitors and vendors working within the space. This role also supports the ACH Alpha teams facilities and administrative requirements.

About Alpha

Alpha is a series of interactive sessions that freely explore the basics of the Christian faith. The vision of Alpha is to see the evangelisation of the nations and the transformation of societies. The mission is to inspire, train, equip and mobilise churches around the world into more effective evangelism through Alpha and its related ministries. Today, over millions of people around the world have attended Alpha.

To apply, submit your application with full resume, current and expected salary to asiapacificcareers@alpha.org

Alpha

Key Responsibilities

Based in Kuala Lumpur, the Office Manager of The Creative Hub will have the following responsibilities:

Office Operations and Administrative Management

- Manage visitors, entity access and direct inquiries to the appropriate departments or individuals, including welcoming visitors, answering and directing phone calls, handling email inquiries, and mail distribution within the ACH.
- Coordinate and schedule events, meetings, appointments, and conference room bookings where necessary for the ACH facility.
- Sitting at reception during normal office hours to manage access to the facility.
- Oversee the maintenance and organisation of ACH office files, records, and databases for easy access.
- Handle general administrative tasks such as filing, photocopying, and data entry.
- Prepare, manage, and monitor operations and admin budget, including operating expenses and capital expenditures, making cost-efficient decisions.
- Track office-related expenses, process invoices, and reconcile accounts. Prepare reports as needed.
- Provide regular updates to line manager on facility management and maintenance activities, including any issues, progress, and recommendations to enhance operational efficiency.

Other Responsibilities include:

- Facilities Management and Maintenance
- Procurement and Vendor Management
- Health, Safety, and Security
- Communication and Interdepartmental Support

Desirable Characteristics

- Knowledge of and passion for Alpha.
- Spiritual maturity and unquestionable integrity.
- 'Can do' attitude.
- Able to work in a team-oriented, collaborative environment.
- Culturally adaptable to work with different language groups.

Qualifications & Essential Skills

- Bachelor's degree or other equivalent qualification and with proven work experience in business administration preferred.
- Proven Office Management Experience.
- Strong organisational skills and meticulous attention to detail, with the ability to prioritise tasks effectively.
- A proactive approach to identifying and resolving issues.
- Proven experience in vendor and contractor sourcing and management.
- Experience in managing administrative budgets and expenses with the ability to balance cost-effectiveness.
- Knowledge of OSHA regulations, emergency response procedures and safety protocols.
- A flexible mindset to adapt to changing priorities and situations. Availability to respond to office-related emergencies or urgent matters outside of regular office hours, if necessary.
- Exemplary professionalism in representing the ACH and maintaining a positive image for the company at all times.
- Proven ability to be a self-starter, assume ownership, and manage multiple, competing priorities simultaneously with high attention to detail in a start-up and fast-paced environment.
- Language skills: Written & Oral - English.