

NORTH AMERICAN DIVISION

JOB OPPORTUNITY

Applications for the job listed below will be accepted from the time of posting from North American Division employees **WITH AT LEAST ONE YEAR OF SERVICE IN THEIR CURRENT POSITIONS.**

TITLE OF JOB: Administrative Assistant (Full Time)

DEPARTMENT: Ministerial (NAD MIN)

SUPERVISOR: Director

ESSENTIAL JOB FUNCTIONS:

- Assists supervisor and associate directors in preparation of various committee agendas; performs recording secretary functions for committees. This includes taking and producing minutes for review by supervisor and following the standardized notification process of committee actions. Indexes minutes, files office copies and distributes copies to committee members.
- Assists supervisor in phone message retrieval and office phone presence.
- Maintains ongoing email working relationship with NAD Ministerial Director or Associate Directors for each conference and union daily or weekly as necessary. (Directory & Updates)
- Assists with social media platforms (Facebook, Twitter, Instagram, etc.); creating posts, sharing news posts from NAD departments and institutions and monitoring audience feedback. Maintains a well-organized office, often in the absence of supervisor, with efficient filing system.
- Schedules and maintains daily calendar of supervisor; organizes NAD Ministerial Pastoral Advisory meeting and makes travel and lodging arrangements as required.
- Screens telephone calls; responds to routine/non-routine inquiries using standardized formats; refers unusual or complex inquiries to supervisor or other appropriate offices.
- Processes incoming mail; opening, dating, sorting and distributing to departmental staff.
- Transcribes correspondence or other written material, for weekly staff meetings, and as needed.
- Serves as department or service timekeeper and secretary liaison with Human Resources.
- Processes all routine purchase orders, check requests, language translation requests, files receipts, and travel arrangements.
- Organizes and answers inquiries for Ministerial conventions for speakers and staff.
- Serves as custodian of minutes, documents and records of the department or service, being able to retrieve the same when needed.
- Assists supervisor in preparing reports, special projects, etc., as requested.
- Maintains office equipment inventory, serving as coordinator of basic office equipment.
- Has some knowledge and/or experience with event planning.
- Be able to travel up to twelve days a year.
- Performs other work-related duties as may be assigned by supervisor.

EDUCATION/EXPERIENCE/CREDENTIALS: Bachelor's (BA/BS) degree in office administration or business-related field or certification from business college, including courses in typing and word processing/computer literacy required. Appropriate successful work experience may be acceptable in lieu of scholastic requirements. Three or more years successful and relevant office experience are needed to perform job duties.

KNOWLEDGE AND SKILL: Well developed knowledge of principles, policies and beliefs of the North American Division of Seventh-day Adventists and the Seventh-day Adventist Church. Must exhibit extensive initiative; being original and innovative to aid supervisor in planning and organization. Adaptable and able to evaluate priorities. Ability to perform secretarial and support duties with speed and accuracy without constant supervision. Requires well developed knowledge of church employment policies and practices. Position requires keyboard speed with high accuracy. Must be able to transcribe dictation accurately and efficiently. Must be able to facilitate good communications among departmental staff, other departments and outside personnel. High levels of tact, friendliness and other aspects of strongly developed interpersonal skills plus proven organizational skill are crucial.

If interested in the above position please contact us at jobs@nadadventist.org to receive an application.

Posted:

Monday, October 1, 2018 @ 10:00 a.m.