

# 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

**DEPARTMENT:** Facilities Management Services (NAD-Facilities)

**SUPERVISOR:** Duane Sterner, Facilities Manager

**REMUNERATION GRADE/RATE:** Hourly, Regular Full-Time (Non-Exempt)

### **ESSENTIAL JOB FUNCTIONS:**

- Assist supervisors in preparation of various committee agendas; performs recording secretary functions for committees as assigned. This includes taking and producing minutes for review by supervisors and following the standardized notification process of committee actions. Indexes minutes, files office copies and distributes copies to committee members.
- Serve as custodian of minutes, assists with documents (contracts and maintenance schedules) and records of the department or service providers, being able to retrieve the same when needed.
- Greets and directs visitors to the facilities management department.
- May serve as back-up to mail clerk to include the management of the mail room during the company assigned mail room hours of operation. Additionally, the processing of incoming mail for the North American Division - opening, dating, sorting and distributing to departmental staff. Maintains and routes publications.
- Will also train in the operation of the mail service equipment: postage, complex inserts, sorters, barcodes, and fax machine as back-up to the mail clerk.
- Maintains a well-organized office, often in the absence of supervisors, with efficient filing system.
- Schedules and maintains daily calendar of supervisors; 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 supervisors or other appropriate offices.
- Prepares and finalizes correspondence or other written material.
- Assists supervisors in planning events, preparing reports, special projects, etc., as requested.
- Plans and organizes social activities for the department or service when desired and approved.
- Performs other work-related duties as may be assigned by supervisors.

**EDUCATION/EXPERIENCE/CREDENTIALS:** Bachelor's (BA/BS) degree in office administration or business-related field or certification from business college, including courses in typing, word processing/computer literacy and desktop publishing. Appropriate successful work experience may be acceptable in lieu of scholastic requirements.

Three years of successful relevant office experience are needed to gain the skills and knowledge required to perform job duties.

---

If interested in the above position please visit our site [CLICK HERE](#) to complete a NAD Employment Application. Or send email to [jobs@nadadventist.org](mailto:jobs@nadadventist.org) and follow instructions from response email.

**Posted:**

**Date and Time**

**Wednesday, September 9, 2020 @ 5:00 p.m.**