

# 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:** Executive Assistant

**DEPARTMENT:** Presidential (NAD-PRE)

**SUPERVISOR:** G. Alex Bryant, President/Ken Denslow, Asst to the President

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

### ESSENTIAL JOB FUNCTIONS:

- Handles all affairs of the assigned administrator with the greatest care and confidentiality.
- Maintains and administers departmental office systems and procedures.
- Formats information for internal and external communication—memos, emails, presentations reports, both digital and hard copy on behalf of supervisors.
- Maintains a well-organized office, often in the absence of supervisor, including an efficient digital filing and document management system.
- Responsible for maintaining workflow in the absence of supervisors.
- Schedules and maintains daily electronic calendar of the President; makes travel and lodging arrangements as required and processes monthly expense reports and Diner's Club statements/reconciliation.
- Screens telephone calls; responds to routine/non-routine inquiries using standardized formats; refers unusual or complex inquiries to supervisor or other appropriate offices.
- Screens and coordinates visitors and appointment requests for the Office of the President.
- Handles both physical mail and email for the office of the President, prepares and transcribes correspondence or other written material and assists with responses in coordination with supervisor.
- Assists supervisor in preparation of committee agendas.
- On occasion, performs recording secretary functions for committees. This includes taking and producing minutes for review by supervisor and following of standardized employee notification process of committee actions. Indexes minutes, files office copies and distributes copies to committee members.
- Assists supervisor in preparing, employee expense reports, special projects, etc., as requested.
- Plans and organizes social activities when desired and approved.
- Plans and organizes special functions including lunches for guests and Division officers. This includes working closely with caterers or food service provider to arrange meal options and delivery/set-up.
- Oversees scheduling of Jackson Board Room and coordinates usage of the NAD conference rooms.
- During NAD Year End Meetings, produces and manages the daily scheduling of all Committee Rooms/Times in the NAD building.
- Tracks notable events (i.e. weddings, illnesses, and funerals) in the NAD to send flowers, cards, etc on behalf of the NAD.
- Maintains database of contact information for conference and union presidents.
- Oversees with social media platforms (Facebook, Twitter, Instagram, etc.), creating and sharing news posts from the Office of The President monitoring audience feedback.
- Performs other work-related duties as may be assigned by supervisor.

**EDUCATION/EXPERIENCE/CREDENTIALS:** Bachelor's (BA/BS) degree with emphasis in office administration, English or related field including courses in word processing/computer literacy. Appropriate successful work experience may be acceptable in lieu of scholastic requirements.

Extensive experience in administrative support roles in various levels of denominational administrative offices preferred.

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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**

**Tuesday, September 15, 2020 @ 4:00 p.m.**