

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: Retirement (NAD RET)

SUPERVISOR: Raymond Jimenez/Lyn Wick, Administrator/Assoc. Administrator

ESSENTIAL JOB FUNCTIONS:

- Answers main retirement phone line. Responds to routine inquiries using standardized formats; refer unusual or complex inquiries to supervisor or other appropriate offices. This is a primary responsibility and requires almost constant presence at the reception phone. Must be able to concentrate and work with multiple interruptions in an open office environment.
- Processes incoming mail: opening, dating, sorting and distributing to departmental mail boxes.
- Answers two main email contact addresses, being sure to clear all incoming email inquiries daily using standardized formats; forward unusual or complex inquiries to supervisor or other appropriate offices.
- Maintains professional, neat, high-profile, well-organized office, with efficient filing system.
- Answers supervisors' phones in their absence and clear voice messages as requested.
- Assists administrators in preparing reports, special projects and mailings as requested.
- Sends address list updates to printer for monthly 'Reflections' newsletter according to schedule.
- Maintains staff directory and on-line staff calendar.
- Plans meetings as requested, including notification of attendees and arrangement for committee room.
- Maintains office supplies and printed inventories including letterheads, envelopes, business cards and publications.
- Serves as Office Communicator coordinating and communicating meetings and events with all Retirement Office staff.
- Primary key operator for copy and fax equipment, maintaining supply inventory and requesting maintenance as needed.
- Report to vendor, desktop printer inventory (additions\deletions) as well as quarterly desktop printer meter reads.
- Responsible for imaging of all miscellaneous correspondence documents into our imaging software (Laserfiche).
- Performs other work-related duties as may be assigned by supervisor and as requested by other plan associate administrators.

EDUCATION/EXPERIENCE/CREDENTIALS: Bachelor's Degree (BA/BS) or training in office administration or related field, including word processing/computer literacy. Appropriate successful work experience may be acceptable in lieu of formal training. Previous experience in a denominational administrative office recommended.

A minimum of three years of relevant work-related experience required in order to obtain skills to perform essential job functions.

KNOWLEDGE AND SKILL: Required to develop knowledge of policies, procedures and values of the Retirement Plan. Some initiative required in keeping up with assigned tasks. Adaptable to change. Ability to perform support duties with speed and accuracy without constant supervision. Knowledge of up-to-date office procedures such as filing, telephone techniques, office equipment usage, and English usage including spelling, grammar, punctuation, and moderate keyboard speed and accuracy. Must be able to communicate effectively. With provided education, must obtain HIPAA certification and attend annual staff training.

If interested in the above position please click here → [NAD Employment Application](#) and return electronically to jobs@nadadventist.org.

Posted:

Monday February 25, 2019 @ 10:30 a.m.

