

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: Secretariat/Office of Volunteer Ministries (NAD SEC)

SUPERVISOR: Kyoshin Ahn, Undersecretary (NAD SEC)

ESSENTIAL JOB FUNCTIONS:

- Assists 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.
- Manages and updates department website/blogs/e-newsletter/social media.
- Serves as custodian of minutes, documents and records of the department or service, being able to retrieve the same when needed.
- Maintains a well-organized office, often in the absence of supervisors, with an 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.
- Processes incoming mail - opening, dating, sorting and distributing to departmental staff.
- Prepares and finalizes correspondence or other written material.
- Processes all routine purchase orders, checks requests, language translation requests and travel authorizations.
- 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.
- Assists supervisor by connecting with staff in each functional unit within Secretariat to identify, define and document business needs and objectives.
- Participates in some technical assistance testing and training as directed by the Supervisor.
- Assists Supervisor in the development of training curriculum for training sessions that will cover the assigned systems module.
- Tracks and fully documents changes in Laserfiche procedures for training purposes.
- Identifies opportunities for improving business processes through Laserfiche and assists in the preparation of proposals for these processes.
- Helps to facilitate communication between Secretariat and Information Technology Services.

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

KNOWLEDGE AND SKILL: Well developed knowledge of principles, policies and beliefs of the North American Division, General Conference, and the Seventh-day Adventist Church. Must exhibit extensive initiative; being original and innovative to aid supervisors 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.

Knowledge of up-to-date office procedures such as filing, telephone techniques, office equipment (including computer, etc.), and clear English usage (spelling, grammar, punctuation, etc.). Some Laserfiche experience is preferred. Position requires keyboard speed with high accuracy, competence with emerging computer technology, internet usage, webpage management, and a strong working knowledge of Microsoft Word, Word Perfect, Desktop Publishing, PhotoShop, Quark Express, PageMaker, and Excel software programs. 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 click here → [NAD Employment Application](#) and return electronically to jobs@nadadventist.org

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