

SOUTHERN UNION CONFERENCE

Job Description



Job Title:	Administrative Assistant	Type Of Position:	Hours Per Week <u>18</u>
Location:	302 Research Dr., Norcross, GA 30092	Full Time <u> </u>	
Department:	SURF/Association & Planned Giving/Trust Svc	Part Time <u>X</u>	Exempt <u> </u>
Reports To:	Director/Associate Treasurer	Intern <u> </u>	Nonexempt <u>X</u>
POSITION SUMMARY:			
Performs diverse office and-or Administrative Assistant duties for the Planned Giving and Trust Services Department. This position exercises high levels of tact, interpersonal skills, team work, computer skills, confidentiality, compassion and Christian deportment.			
SCOPE OF RESPONSIBILITY:			
<ul style="list-style-type: none"> • Act as recording secretary for SURF Acceptance Committee and TMAC. • Process incoming mail, opening, dating, sorting, etc. • Screen telephone calls, emails, faxes and respond to routine inquiries in a timely manner • Maintain well organized office with efficient filing system • Prepare correspondence for meetings, committees, mailings, minutes, reports, etc. sponsored by the departments • Follow up on mortgage/insurance after closing of loans. • Assist director in preparation of various meeting agendas: perform recording secretary functions as needed • Order gifts for Departmental Meetings as needed • Sort and mail SURF monthly and quarterly statements • Respond to audit needs as necessary • Order departments supplies and gifts for departmental meetings • Send yearly Trust report to the North American Division • Other departmental duties as required by SURF Director. 			
RECOMMENDED EDUCATION/EXPERIENCE:			
<ul style="list-style-type: none"> • Associate's degree is preferred. Relevant successful work experience may be acceptable in lieu of scholastic requirements • Minimum two years of relevant successful office experience are preferred to perform job duties 			
KNOWLEDGE AND SKILL:			
<p>Well-developed knowledge of principles, policies and beliefs of the Southern Union Conference and the Seventh-day Adventist Church. Must exhibit extensive initiative; often working with minimal supervision. Adaptable and able to evaluate priorities. Ability to perform secretarial and support duties with speed and accuracy without constant supervision. Must be creative in writing letters and in the handling of office affairs, both regular and special. Requires well developed knowledge of church employment policies and practices.</p> <p>Knowledge of up-to-date office procedures such as filing, telephone techniques, office equipment, and English usage (spelling, grammar, punctuation, etc.). Position requires keyboard speed with high accuracy. Must be able to facilitate good communications among departmental staff, other departments and outside personnel. If not Trust Certified will be required to become certified to work in the Planned Giving and Trust Services Department.</p>			

CONTACTS, ORGANIZATIONAL RELATIONSHIPS:

Contact with many people, both internally and externally. Contact with all persons having business with director, whether by telephone, correspondence or personal contact. Must have both a pleasant personality as well as good telephone manners. Must possess the ability to deal tactfully and effectively with internal and external personnel on a daily basis. Must be able to effectively handle confidential information/situations at all times and maintain high degree of loyalty and support for director, department, Southern Union Conference and Seventh-day Adventist Church.

PHYSICAL REQUIREMENTS:

Must be able to read, speak, and hear in the English language. Multi-lingual a plus. Must be able to effectively communicate both orally and in writing. Some standing, walking, bending, kneeling, carrying of light items, etc. required. Standard work hours, as defined in the Southern Union Conference Employee Handbook, are required. Overtime is rarely required and never permitted without departmental director's /treasurer's approval.

WORKING CONDITIONS:

Essential responsibilities are performed in sedentary and comfortable manner. Tasks are usually performed under normal office conditions with little or no noticeable discomfort. Work area is well-lighted and ventilated. Position does not require travel, either local or out of the area. Any request for travel must have departmental director's/treasurers prior approval.