

SOUTHERN UNION CONFERENCE

Job Description



Job Title: Administrative Assistant	Type Of Position:	Hours Per Week <u> N/A </u>
Location: 302 Research Dr., Norcross, GA 30092	Full Time <u> X </u>	
Department: Church Growth, Evangelism Training	Part Time <u> </u>	Exempt <u> X </u>
Reports To: Departmental Director	Intern <u> </u>	Nonexempt <u> </u>

POSITION SUMMARY:

To assist the director in providing clerical and administrative support for the department which requires well-developed computer skills, high levels of tact, telephone friendliness, and sound interpersonal skills.

SCOPE OF RESPONSIBILITY:

- Prepare correspondence, handouts and materials for various meetings, events, and conventions sponsored by or coordinated by department.
- Maintain well organized office with efficient filing system.
- Process incoming mail and screen telephone calls, emails, faxes, etc. and respond to routine inquires in a timely manner.
- Assist in designing programs and PowerPoint presentations.
- Assist director in preparing reports and special projects.
- Other responsibilities as assigned by director.

RECOMMENDED EDUCATION/EXPERIENCE:

- Associates degree in related field.
- Minimum two years' of relevant successful office experience are preferred to perform job duties.

KNOWLEDGE AND SKILL:

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.

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.

Additional computer skills would include but are not limited to a working knowledge of data entry, efficient email methods calendaring techniques and Microsoft Office Suite (Word, Excel, Access, and Publisher).

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/Treasurers 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.