

# SOUTHERN UNION CONFERENCE

## Job Description



<b>Job Title:</b> Administrative Assistant	<b>Type Of Position:</b>	<b>Hours Per Week</b> <u>38</u>
<b>Location:</b> 302 Research Drive, Norcross, Georgia 30092	<b>Full Time</b> <u>X</u>	
<b>Department:</b> Education – Elementary Education	<b>Part Time</b> _____	<b>Exempt</b> _____
<b>Reports To:</b> Associate Director/ Education Director	<b>Intern</b> _____	<b>Non-Exempt</b> <u>X</u>

### POSITION SUMMARY:

To provide administrative support for the Elementary Education Department. This position exercises high levels of tact, interpersonal skills, team work, computer skills, confidentiality, compassion and Christian deportment.

### SCOPE OF RESPONSIBILITY:

- Process incoming mail, opening, dating, sorting, and distributing.
- Provide customer service to all telephone calls, emails, faxes, etc. and respond to routine inquiries in a timely manner.
- Maintain well organized office with efficient filing systems.
- Assist in designing and maintaining content for the Adventist EDGE website.
- Prepare and submit invoices and check request.
- Maintain inventory of materials produced, sold, purchased, and returned; provide year-end inventory report to the Treasury Department.
- Update Annual Curriculum Resource Guide.
- Keep copies of all invoices with matching packing slips of all items purchased and returned.
- Assist director in preparation of various agendas, presentations, and correspondence for meetings, conventions, and special events sponsored or coordinated by department.
- Work switchboard as scheduled.
- Coordinate department worship schedule.
- Perform other duties as required by director.

### RECOMMENDED EDUCATION/EXPERIENCE:

- Associate's degree is preferred. Relevant work experience may be acceptable in lieu of scholastic requirements.
- Minimum two years of relevant successful office experience are preferred to perform job duties.
- Web design experience, preferred.

### 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 handling of office affairs, both regular and special.

Knowledge of up-to-date office procedures such as filing, telephone techniques, office equipment (copy/scanner/fax machine, binding equipment, computer, etc.), and English usage (spelling, grammar, punctuation, etc.). Must be able to facilitate good communication 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 supervisors, 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 own department personnel, others within the Southern Union Conference and outside 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 English language. 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 by Southern Union Conference Employee Handbook, are required. Overtime is rarely required and never permitted without director's prior 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 requires minimal travel and must be requested by director.