

SOUTHERN UNION CONFERENCE

Job Description



Job Title: Executive Assistant	Type Of Position:	Hours Per Week <u>38</u>
Location: 302 Research Dr., Norcross, GA 30092	Full Time <u>X</u>	
Department: Treasury	Part Time _____	Exempt _____
Reports To: Treasurer	Intern _____	Non-Exempt <u>X</u>

POSITION SUMMARY:

Performs diverse office and/or Administrative Assistant duties for the Southern Union's Treasury 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 to departmental staff.
- Process all departmental purchase orders and office supplies; keeping inventory of workrooms and place orders as necessary.
- Screen telephone calls, emails, faxes, etc. and respond to routine inquiries in a timely manner.
- Maintain well organized office with efficient filing systems.
- Record and forward to accountant to prepare for deposit.
- Prepare correspondence for meetings, conventions, committees, mailings, minutes, etc. sponsored or coordinated by department.
- Assist director in preparation of various committee agendas; perform recording secretary functions as needed.
- Maintain postage funds, monthly report, updates and service calls.
- Order annual Christmas gift/fruit for Southern Union staff.
- Prepare and submit Quarterly NAD Internship Report.
- Purchase cards, gifts, arrange luncheons for various occasions with the Hospitality Committee.
- Purchase business card, name plates, office furniture, upon request.
- Order NAD Yearbooks for Southern Union Departments.
- Maintain calendar, gift card inventory and delivery of birthday cards for staff.
- Work switchboard as scheduled.
- Coordinate department worship schedule.
- Oversee and direct the plans for various events of the social/hospitality committee; giving guidance as needed.
- Maintain ASI Constitution and Bylaws, members' database, Google calendar, inventory, and regulations manual.
- 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.

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 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 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.