

SOUTHERN UNION CONFERENCE

Job Description



Job Title:	Administrative Assistant	Type Of Position:	Hours Per Week <u> 38 </u>
Location:	302 Research Dr., Norcross, GA 30092	Full Time <u> X </u>	
Department:	Ministerial and Evangelism	Part Time <u> </u>	Exempt <u> </u>
Reports To:	Departmental Director	Intern <u> </u>	Non-exempt <u> X </u>
POSITION SUMMARY:			
Provide clerical and administrative support for assigned departments. High levels of technical skills, tact, friendliness and other aspects of strongly developed interpersonal skills plus proven organizational skill are crucial. Exhibits confidentiality; and is an example of Christianity at all times by dress, example, and actions both inside the office and out.			
SCOPE OF RESPONSIBILITY:			
<ul style="list-style-type: none"> • Provide clerical support for departments by answering and screening calls/emails preparing correspondence, scheduling conference call meetings, and receptionist rotation • Assist directors in preparing reports, forms, programs, and special projects • Assist in coordination of various events, conventions, and meetings throughout the year • Perform other work-related duties as assigned by director 			
RECOMMENDED EDUCATION/EXPERIENCE:			
<ul style="list-style-type: none"> • Associate's degree in related field required. Appropriate successful work experience may be acceptable in lieu of scholastic requirements • Minimum two years of relevant successful office experience are required 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 administrative 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.</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 positive communications among departmental staff, other departments, and outside personnel.</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. 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.			