



# 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, GA 30092	<b>Full Time</b> <u>X</u>	
<b>Department:</b> PARL Department	<b>Part Time</b> _____	<b>Exempt</b> _____
<b>Reports To:</b> PARL Director & Associate Director	<b>Intern</b> _____	<b>Non-Exempt</b> <u>X</u>

### POSITION SUMMARY:

Performs diverse office and/or Administrative Assistant duties for the Southern Union's PARL Department. This position exercises high levels of tact, interpersonal skills, team work, computer skills, confidentiality, compassion and Christian department.

### SCOPE OF RESPONSIBILITY:

- Process incoming mail, opening, dating, sorting, and distributing to departmental staff.
- Process all departmental office supplies; keeping inventory of departmental supplies.
- Screen telephone calls, emails, faxes, etc. and respond to routine inquiries in a timely manner.
- Maintain well organized office with efficient filing systems.
- Prepare correspondence, meeting/convention/congress/retreat/campaign, materials, mailings, and minutes sponsored or coordinated by department.
- Assist director in preparation of various committee agendas; perform recording secretary functions as needed.
- Work switchboard as scheduled.
- Manage Federal and State deadlines, tracking offerings, and Liberty magazine subscriptions.
- Coordinate department worship schedule.
- Assist director in preparing reports, special projects, scheduling issues, and EEOC paperwork.
- Greet guest, handling their inquiries or directing them to the appropriate departmental staff.
- Perform other duties as required by director.
- Update website and database as needed.

### 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. Must be able to read, speak, and hear in English language. Must be able to effectively communicate both orally and in writing. Proficiency in Spanish is preferred, not required.

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:**

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.