

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: Publishing	Part Time _____	Exempt _____
Reports To: Director and Associate Director	Intern _____	Nonexempt <u>X</u>

POSITION SUMMARY:

Provides clerical, secretarial, and administrative support for the Publishing/HHES Department. 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:

- Provide clerical support for department by answering and screening calls, open and distribute mail, ordering supplies, maintaining files, preparing memos, letters, recording minutes, travel arrangements.
- Maintain and distribute Publishing department schedule, worship list and cards, and other cards as necessary.
- Research, layout, design, edit, publish and distribute LE Newsletter; distribute GC quarterly LE Newsletter.
- Order, prepare, and mail Christmas gifts and cards.
- Process and distribute monthly sales reports, updated price lists.
- Secure trophies, awards, gifts, and service pins.
- Create and produce brochures, programs, advertisements, forms, and graphs.
- Prepare materials, secure venues, reserve rooms, meals and equipment for various retreats, conventions, training schools, and leadership meetings throughout the year.
- Perform other work-related duties as may be assigned by Director.

RECOMMENDED EDUCATION/EXPERIENCE:

- Associate's degree is preferred. Appropriate successful work experience may be acceptable in lieu of scholastic requirements.
- Two years previous office experience is needed to gain the skills and knowledge required 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 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.