



# SOUTHERN UNION CONFERENCE

## Job Posting

<b>Job Title:</b>	<b>Administrative Assistant</b>	<b>Status:</b>	Full-Time/Non-Exempt
<b>Location:</b>	302 Research Drive Peachtree Corners, GA 30092	<b>Salary Range:</b>	\$16.01/hour - \$21.73/hour
<b>Department:</b>	Elementary Education	<b>Opening Date:</b>	April 6, 2022
<b>Reports To:</b>	Associate Director / Education Director	<b>Closing Date:</b>	Open until position is filled

### POSITION SUMMARY:

To provide primary administrative support for the Elementary Education Department with 60% of time allotted to the Associate Director of Elementary and 40% of time allotted to the Director of Education. This position exercises high levels of tact, close attention to details, follow through, interpersonal skills, team work, computer skills, oral and written communication skills, confidentiality, compassion, and Christian department.

### 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 requests.
- Maintain inventory of materials produced, sold, purchased, and returned; provide year-end inventory report to the Treasury Department.
- Update annual resources, i.e. Curriculum Resource Guide, Codebook, School Board Manual.
- 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.
- Communicate effectively and follow through with processes, projects, and people in the field.
- Perform other duties as required by associate director and 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 and follow through abilities; often working with minimal supervision. Adaptable and able to evaluate priorities. Ability to perform secretarial and support duties with speed and accuracy in small details without constant supervision. Must be professional and personable in writing letters and in handling of office affairs. Must be an effective communicator in speaking, writing, following through, and using feedback to improve work effectiveness.

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, Power Point, Access and Publisher).

**TO APPLY:** Email resume', completed application, and cover letter to [HR@southernunion.com](mailto:HR@southernunion.com).

