

South Atlantic Conference of Seventh-day Adventist

JOB DESCRIPTION

POSITION TITLE:	Administrative/Office Assistant
FT/PT:	Full-time (38.5+ per week may include some evenings and weekends)
CLASSIFICATION:	Non-Exempt (paid on an hourly basis)
REPORTS TO:	Senior Pastor or Designee
FUNCTION:	The Administrative/Office Assistant performs a variety of secretarial and clerical tasks under the general direction of the senior pastor or his/her designee
ATTIRE:	Business casual (or what is determined as the dress code by the organization)
Salary Range:	\$18.53-\$24.92/hour (depending on years of experience and educational preparation)

GENERAL RESPONSIBILITIES:

- Greets public in person and on the telephone, provides general information, answers questions and directs individuals to appropriate party as necessary
- Performs general secretarial duties, including; typing, copying and filing correspondence, memos, letters, etc.
- Prepare flyers and other needed documents for church events
- Creates new files and enters and updates contact information as well as other data necessary
- Serve as receptionist-greeting visitors as well as answering, transferring telephone calls and returning calls as needed
- Orders and maintains adequate inventory of office supplies
- Schedules and maintains daily calendar of supervisor(s); makes travel and lodging arrangements as required
- Processes incoming mail- opening, dating, sorting and distributing
- Transcribes correspondence or other written material
- Assists in preparation of various committee agendas
- Assist in preparing reports and special projects
- Maintains records and files and submits reports as directed
- Attend staff meetings
- Attend/participate in trainings as required
- Performs other duties as assigned or required
- Other duties that may be assigned by the supervisor relating to this job description

MARGINAL DUTIES & RESPONSIBILITIES:

- May assist in the sending out mail/packages.
- May assist church auxiliaries, as necessary or required.

QUALIFICATIONS:

Must be a Seventh-day Adventist church member in regular standing, committed to Jesus Christ, the beliefs and mission of the Seventh-day Church. If not a member of the hiring organization, must transfer membership within 3 months of hire.

Must be committed to arriving to assigned place of employment at the designated times posted and be available to work full-time hours.

Education & Experience:

- High school Diploma or equivalent with 4+ years' related experience preferred.
- Post high school degree preferred.

Language/Writing Skills:

- Must have excellent verbal skills.
- Must have the ability to communicate effectively to diverse group(s) of people in varied settings.
- Must be able to write in a logical, clear and grammatically correct way.
- Bi-lingual Spanish speaking, reading and writing may be required.

Reasoning Ability:

- Must have the ability to read, analyze and interpret common reports and documents.
- Must be able to respond to the needs and/or request of constituents, supervisors and others in a professional and timely manner.
- Must have the ability to plan and organize in a logical manner.
- Must be able to prioritize and multi-task in an efficient manner.

Physical Demands:

- Must be able to stand and walk up to 2/3 or more of the time.
- Must be able to sit up to 2/3 of the time.
- Must be able to use hand and/or fingers up to 2/3 or more of the time.
- Must be able to lift up to 25lbs up to 1/3 of the time.
- Must be able to hear and talk 2/3 or more of the time.
- Must be able to stoop, kneel, crouch, or crawl 1/3 to 2/3 of the time.
- Must be able to reach over shoulders 1/3 to 2/3 of the time.
- Must be able to climb stairs up to 2/3 of the time.
- Must have clear vision up to 20 inches minimally.

Equipment Used:

- Must be proficient in the use of the computer and various software packages.
- Must be able to use standard telephone.
- May have to use general office equipment including; fax machine, folding machine, postage machine, copier, calculator, typewriter, etc.

Work Environment:

- Must be able to work in an office setting with moderate to loud noise levels.
- May be exposed to outdoor weather conditions 1/3 to 2/3 of the time.
- Must be able to travel locally