**Arizona Conference Corporation of Seventh-day Adventists**

**Job Description**

**Administrative Assistant**

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| **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Department/Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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| **Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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| **Benefits: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Supervisor’s title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |
| **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |

Job Overview

The Administrative Assistant performs diverse office duties for assigned supervisor and assists in designated administrative details using initiative and sound judgment. He/she advises department on specific area of responsibility. This position requires knowledge of church policy and organizational structure, a high level of technical (well developed keyboard/computer, etc.) skills, high levels of tact, friendliness, and other aspects of strongly developed interpersonal skills plus proven organizational skill.

Authority, Accountability

Authority as delegated by the supervisor. Work is performed with limited supervision. Responds to own supervisor. Assignments are fairly routine and performed essentially independently, referring problems, concerns, etc., to supervisor for help. May supervise others.

Essential Job Functions

The Administrative Assistant’s responsibilities shall include, but are not limited to the following:

* Assist in the duties and responsibilities assigned to the supervisor
* Perform more than the work of a secretary, often leading out in tasks assigned by the supervisor or director of the department or service
* Maintain a well-organized office, with efficient filing system
* Handle telephone calls, answering inquires and giving help in specialty assigned area
* Plan and help supervisor schedule conferences and meetings
* Act as coordinator in area of responsibility for contacts between the department or service and other departments or services
* Perform research and obtain information to satisfy requests of supervisor and others
* Perform other work related duties as may be assigned by supervisor

Knowledge and Skills

Must exhibit extensive initiative; works with minimal supervision. Adaptable and able to evaluate priorities. Ability to perform office and support duties with speed and accuracy. Must be creative in writing letters and in the handling of office affairs, both regular and special. Requires ability to work in high production office with many interruptions. Requires well developed knowledge of church employment policies and practices.

Knowledge of up-to-date office procedures such as filing, telephone techniques, office equipment (including computer, etc.), English usage (spelling, grammar, punctuation, etc.). Position requires keyboard speed with high accuracy. Must be able to facilitate good communications among departmental staff, other departments, and outside personnel.

Qualifications:

* Must be a Seventh-day Adventist member in regular standing
* Has strong knowledge of principles, policies and beliefs of the Arizona Conference and the Seventh-day Adventist Church
* Exhibits a commitment to the Seventh-day Adventist doctrines and lifestyle
* Expresses loyalty and interprets Arizona Conference philosophy, policy and procedures positively

Education/Experience

Associates (AA) degree in office administration or business related field or certification from business college, including courses in typing, word processing/computer literacy, and desktop publishing. Appropriate successful work experience may be acceptable in lieu of scholastic requirements.

Two or three years of successful office experience are needed to gain the skills and knowledge required to perform job duties.

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 organization, 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 supervisor, department, organization, and Seventh-day Adventist Church.

Physical Requirements

Must be able to read, speak, hear and write. 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 by organization’s *Employee Handbook*, are required. Overtime is rarely required and never permitted without supervisor’s prior approval.

Working Conditions

Essential responsibilities are performed primarily in a 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.

**\* \* \*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**