

NORTH AMERICAN DIVISION

JOB OPPORTUNITY

Applications for the job listed below will be accepted from the time of posting from **NORTH AMERICAN DIVISION** employees **WITH AT LEAST ONE YEAR OF SERVICE IN THEIR CURRENT POSITIONS.**

TITLE OF JOB: Administrative Professional II
(ACS & Women's Ministries)

DEPARTMENT: NAD—ACS (70%), WM (30%)

SUPERVISORS: Director

REMUNERATION GRADE/RATE: Full-Time Hourly/Non-Exempt (38 hours per week)

LOCATION: Columbia, MD—On-site/In-office at the NAD Headquarters

NOTE: This position is not eligible for any type of regular remote or teleworking arrangement. For candidates living outside of the MD geographical area, relocation is required.

POSITION SUMMARY: Performs diverse administrative duties for department director. Assists in designated administrative details using initiative and sound judgment. 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 department supervisor(s). There are specific guidelines to follow, but the work requires the ability to carry out duties and meet deadlines independently.

ESSENTIAL JOB FUNCTIONS:

- Provides administrative support to Adventist Community Services and Women's Ministries departments.
- Provides support and assignment oversight and guidance to floaters and student workers.
- Maintains a well-organized office, often in the absence of a supervisor, with an efficient filing system, which includes setting up and maintaining departmental files.
- Screens telephone calls—responds to routine/non-routine inquiries using standardized formats; refers unusual or complex inquiries to supervisor or other appropriate offices; responds to e-mail.
- Processes incoming and outgoing mail—packaging, readying for mailing, opening, sorting, and distributing to departmental staff.
- Periodically updates the departmental shared calendar.
- Collects and sorts, various ministry materials on behalf of the department.
- Processes all routine purchase orders, check requests, invoices, expense reports, and travel authorizations on a timely basis as requested and assigned by the supervisor(s).
- Prepares agendas, minutes, reports, and other committee documents, as requested. Also, transcribes correspondence and other written materials.
- Maintains departmental records. Scans incoming documents as needed and maintains electronic files, archives and or disposes of dated files based on the department's records retention schedule.
- Coordinates travel for supervisor as requested; makes transportation and lodging arrangements associated with business travel.
- Serves as database assistant by entering and managing data within the department's database software. Ensures that information is accurately entered in the system and follows proper procedures for formatting and securing data.
- Serves as the department's liaison with Information Technology Services for troubleshooting any hardware or software programs that occur within the department.
- Travels occasionally in accordance with the relevant employee handbook policy, as approved

by supervisor and NAD Human Resource Committee.

- Performs other work-related duties as assigned by supervisor.

EDUCATION/EXPERIENCE/CREDENTIALS: Bachelor's (BA/BS) degree in office administration or business-related field or certification from business college, including courses in typing and word processing/computer literacy. Successful work experience may be acceptable in lieu of scholastic requirements. Three or more years 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 North American Division, and the Seventh-day Adventist Church. Must exhibit initiative. Adaptable and able to evaluate priorities. Ability to perform administrative support duties with speed and accuracy without constant supervision.

Knowledge of up-to-date office procedures such as filing, telephone techniques, office equipment (including computer, etc.), and 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.

If interested in the above position please visit our site [CLICK HERE](#) to complete a NAD Employment Application. Or send email to jobs@nadadventist.org and follow instructions from response email.

This position will remain available until filled.

Posted:

March 14, 2024