

Adventist Development & Relief Agency

Roles & Job Descriptions



Administrative Assistant

Department: C03 MARKETING
Reports To: Marketing Director

Purpose Of Position

Position Summary

The Administrative Assistant is responsible for providing administrative support to departments within the agency. This role provides back up assistance for the Receptionist and Department Assistant roles.

Key Responsibilities:

1. Provide back up assistance and administrative support to units in the agency and in particular to the Receptionist when s/he is away. (Refer to the Receptionist Job Description)
2. Provide administration support to units in the way of document preparation, photocopying, file organisation, event preparation, liaising with groups or individuals and organising materials
3. Process and prepare incoming and outgoing mail, email faxes and any other correspondence
4. Organise and maintain file systems, and file correspondence and other records
5. Conduct research and prepare statistical reports
6. Answer and screen telephone calls
7. Assist and contribute where possible to the smooth running of the office
8. Liaise with the Office Manager and Receptionist regarding administrative tasks

Other:

Perform other duties as assigned by the Director of Marketing and Public Relations.

Authority:

1. Reports directly to the Director of Marketing and Public Relations
2. Authority as agreed with the Director of Marketing but not exceeding Director's authority

Education, experience and commitment

Essential:

1. A personal commitment to the Seventh-day Adventist church and ADRA's mission, vision, values and beliefs
2. Previous experience in a secretarial/administration role
3. A high level of time management and organisational skills
4. Well developed oral and written communication
5. Self-motivated with a willingness to show initiative
6. Strong working knowledge of MS Office

Core Competencies:

1. Organisation
2. Time Management
3. Initiative
4. Communication

Additional notes regarding this position