

Adventist Development & Relief Agency

Roles & Job Descriptions



Administrative Assistant

Department: C10 OFFICE AND SITE MANAGEMENT
Reports To: Office Manager

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 Donor Relations Assistant and Departmental Assistant roles.

Key Responsibilities:

1. Provide back up assistance and administrative support to units in the agency and in particular to the Donor Relations Assistant when s/he is away. (Refer to the Donor Relations Assistant Job Description)
2. Provide administration support to units in the way of document preparation, photocopying, file organisation, special event preparation, liaising with groups or individuals and organising materials
3. Coordinate and arrange meetings, assist with the preparation of event materials/activities, book and prepare facilities, prepare agendas, record and transcribe minutes of meetings
4. Process and prepare incoming and outgoing mail, email faxes and any other correspondence
5. Check for errors and maintain accuracy in agency documents
6. Locate and attach appropriate files to correspondence to be answered
7. Organise, prepare and maintain file systems, and file correspondence and other records
8. Conduct research and prepare statistical reports
9. Assist and contribute to the smooth running of the office
10. Liaise with the Office Manager and Donor Relations Assistant regarding administrative tasks

Other:

Perform other duties as assigned by the Office Manager.

Authority:

1. Reports directly to the Office Manager
2. Authority as agreed with the Office Manager but not exceeding Manager'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

This Position is assigned to these staff

Mapoli, Rachel