



EAST JAMAICA CONFERENCE

JOB POSTING

The East Jamaica Conference invites application from individuals for the position of:

ADMINISTRATIVE PROFESSIONAL

The ideal candidate must be an active member of the Seventh-day Adventist Church, and be proven to be an outstanding individual who will enhance the functions and capabilities of the departments in which he/she will serve. The successful applicant will provide administrative support to multiple departments.

Essential Duties and Responsibilities

1. Relates to the daily operations of the departments
2. Prepares reports and assists with the preparation of newsletters
3. Provides customer service support to internal and external clients
4. Assists in planning departmental and organizational events/activities
5. Relates to the preparation of letters, and the calendaring of a daily schedule

Skills/Competencies/Attitudes

- The ability to work on own initiative
- The ability to work effectively and collaboratively in a team environment
- Strong organizational skills and leadership ability
- Strong analytic skills
- Be able to multi-task
- Flexible approach
- Strong customer service/interpersonal and conflict resolution skills
- Ability to communicate well (written and orally)
- Self-motivated, organized, and deadline oriented; attention to detail and accuracy is a must
- Proficient in Microsoft Office (Word, Excel, PowerPoint)

Qualifications

- Bachelor's Degree in Business Administration, Secretarial Science, or Office Administration



- Experience in secretarial/administrative field
- Experience in social media management

Applications should be addressed to:

The Human Resource Manager
East Jamaica Conference of Seventh-day Adventists
74 Constant Spring Road
Kingston 10, Jamaica
Send via email to: ejcsecretariat@gmail.com

Application Deadline: Friday, December 2, 2022.

ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.

