



East Jamaica Conference
of Seventh-day Adventists

JOB VACANCY

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

ADMINISTRATIVE ASSISTANT



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 daily schedule.

Qualifications

- Bachelor's Degree in Business Administration, Secretarial Science or Office Administration
- Three to five years experience in the secretarial field at a senior level

Skills/Competencies/Attitudes

- 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 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, Publisher)
- Minutes taking ability, planning agendas, networking with multiple agencies such as: churches, institutions, departments, government, other organizations.

Applications should be addressed to:

The Human Resource Manager
East Jamaica Conference of Seventh-day Adventists
74 Constant Spring Road,
Kingston 10

Send via email to: ejcsecretariat@gmail.com

Application Deadline: Tuesday, October 31, 2023. Only Shortlisted Applicants Will Be Contacted.