

Job Posting: Administrative Assistant to Executive Secretary & Administrative Assistant to Human Resources

Northern New England Conference of Seventh-day Adventists

Details

Reports to: Larry KirkPatrick, Executive Secretary
Jairo Utate, HR Director

Hours: Monday-Thursday / 8:00am – 5:30pm

Status: Non-Exempt, full-time, benefits (medical, dental, vision, FSA, life insurance, voluntary benefits, paid time off, wellness incentive, moving reimbursement, employer retirement contribution, and others)

Job Overview

This position is responsible for archiving the permanent documentation of all that the office of Secretariat is responsible for and is the main resource for research and documentation for present and past Conference business transactions. The successful candidate will ensure organizational standards are in place for the smooth operation of office procedures. In addition, they are the main coordinator of outside communication on behalf of the Executive Secretary relative to all facets of Conference operations. As support to Human resources, this position plays a crucial role in the processing of retirement applications, as well as other organizational needs of the department.

Responsibilities and Duties

1. Prepare and submit periodic statistical reports to the Union and NAD
2. Prepare and submit mandated reports to each of the region's local and state governments in Maine, New Hampshire and Vermont
3. Correspond with committee members on behalf of ADCOM
4. Accurately record and present to ADCOM for approval as well as final distribution and archiving of all committee minutes and support documentation for the Conference Executive, Personnel, Evangelism and Ordination Committees.
5. Possess or develop an expert level of proficiency related to the NAD software eAdventist
6. Train and support all local church clerks overseeing accurate and complete upkeep of member and church leadership data. Communicate that data to local pastors quarterly.
7. Accumulate, prepare and distribute all information needed for the quinquennial constituency session
8. Oversees maintenance of data and distribution of all credentials and licenses for Conference employees
9. Assist in the preparation, research and correspondence relative to retirement applications
10. Request service records from conferences of new employees
11. Assist Human Resources Director in correspondences, filings, and tasks as assigned
12. Maintains accurate lists of employees separated by positions in various platforms (eAdventist, Outlook, Bswift)

Qualifications

- A member in good standing of the Seventh-day Adventist Church

- Bachelor's Degree or equivalent experience
- Ability to communicate with varied audiences
- Embrace of principles, policies and beliefs of the Northern New England Conference and the Seventh-day Adventist Church
- Must be able to effectively communicate both verbally and in writing
- Some standing, walking, bending, kneeling, carrying of items, etc. required
- Employee must be able to lift at least 15lbs
- Proficient with Microsoft Office Suite

Personal Qualities

- Passion for ministry in Northern New England
- Pleasant disposition in dealing with others
- Works well under pressure and with interruptions
- Performs responsibilities with speed and accuracy without constant supervision
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy
- Excellent organizational skills, listening skills, and attention to detail
- High level of professionalism and ability to maintain strict confidentiality.
- Exceptional team player
- Self-starter and customer oriented

To Apply

Interested candidates should submit a resume and at least three references to Jairo Utate, Director of Human Resources: jutate@nnec.org