

GUAM-MICRONESIA MISSION

Job Description

Job Title: GMM Administrative Assistant

Department: President and Treasurer's Offices

POSITION SUMMARY: Seventh-day Adventist Church member in good standing who performs diverse secretarial duties for GMM departmental director(s). Requires high levels of tact, telephone friendliness, good customer service skills and the ability to work as a team member. Extensive use of the computer and typing required in diverse software applications.

AUTHORITY, ACCOUNTABILITY: Minimal authority. Responds to various departmental directors as needed. There are specific guidelines to follow, but the work requires the ability to carry out duties and meet deadlines with a minimum of supervision.

ESSENTIAL JOB FUNCTIONS:

- Screens telephone calls—responds to routine/non-routine inquiries using standardized formats; refers unusual or complex inquiries to supervisor or other appropriate offices.
- Welcoming on-site visitors, ascertains nature of business and handles appropriately
- Composes and types routine correspondence.
- Assists departmental supervisors in preparing reports, special projects, etc., as requested.
- Distributes incoming mail and prepares outgoing mail.
- Performs other work-related duties such as data entry, travel arrangements, etc. as may be assigned.

EDUCATION: Associate's (AA/AS) degree in office administration or business-related field or certification from Business College preferred. Proficiency in typing and use of a computer, including word processing, required. Two years previous office related work experience is preferred.

KNOWLEDGE AND SKILL: Knowledge of beliefs of the Seventh-day Adventist Church. Ability to maintain neatness and order, organization and a pleasant disposition in dealing with others. Requires knowledge of up-to-date office procedures such as filing, telephone techniques, office equipment (including computer, etc.) and English usage (spelling, grammar, punctuation, etc.). Ability to perform secretarial and support duties with speed and accuracy without constant supervision. Must have the ability to work under pressure and interruptions. Position requires keyboard speed of at least 35 wpm with 60 wpm preferred. Software skills including familiarity with MS Office Products, Google Workspace, and others. High levels of discretion and confidentiality are required at all times; knowledge of church employment policies and practices helpful.

PHYSICAL REQUIREMENTS: Must be able to read, speak, and hear. Must be able to effectively communicate both orally and in writing. Some standing, walking, bending, kneeling, carrying of light items, etc. required. Standard work hours, as defined by the *Guam-Micronesia Mission Employee Handbook*, are required.