JAMAICA UNION CONFERENCE

JOB POSTING

JOB TITLE: ADMINISTRATIVE PROFESSIONAL

The successful applicant will provide administrative support to various departments.

Essential Duties and Responsibilities

1. Relates to the daily operations of the assigned 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

Skills/Competencies/Attitudes

- The ability to work effectively and collaboratively in a team environment
- Ability to work on own initiative
- 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)

Qualifications

- Bachelors Degree in Business Administration, Secretarial Science or Office Administration
- Three to five years experience in the secretarial field
- Human Resource experience would be an asset

Applications should be addressed to:

The Human Resource Manager
Jamaica Union Conference of Seventh-day Adventists
125 Manchester Road, Box 22
Mandeville, Manchester
Send via email to: humanresource@jmunion.org


Only shortlisted applicants will be contacted.