

ADMINISTRATIVE ASSISTANT POSITION DESCRIPTION

POSITION TITLE

Administrative Assistant

JOB SUMMARY

In addition to assisting the administrative team with various projects and duties that support the efficiency of senior staff, the Administrative Assistant provides primary support to an assigned department leader at The Word Church. The Administrative Assistant will relieve the assigned department leader of time-consuming administrative tasks, and must exercise extraordinary caution to maintain confidentiality and trust in handling all business-related matters. Support duties are broad, but include the items listed below.

ESSENTIAL JOB RESPONSIBILITIES

- ✓ Typing:
 - Heavy composing and typing of business-related materials, documents, and correspondence originating from various sources (i.e. dictation, rough drafts, hand-written memos, etc.)
- ✓ Transcription:
 - Transcription of meetings minutes (including planning and/or creative meetings) into Word processing documents
- ✓ Appointments:
 - Scheduling of appointments as required, based on confirmed availability
- ✓ Correspondence:
 - Initiation of routine correspondence (paper-form and/or electronic form) with internal and external parties, and with appropriate follow-ups on such correspondence
- ✓ Compilation and Analysis:
 - Compilation, organization, analysis, and review of data of various formats (including Excel spreadsheets), with keen attention to accuracy and completeness
- ✓ Filing:
 - Upkeep of general and specific files
- ✓ Copying:
 - Preparation and duplication of materials for staff, with copyright permissions obtained as required
- ✓ Operations:
 - Assistance with various aspects of event coordination, budget management, and communications
- ✓ Administration:
 - Execution of administrative tasks, including answering phones, taking messages, sorting and delivering mail, greeting guests, submitting requests for supplies, etc.

REQUIRED SKILLS

- ✓ Technical competence with internet navigation, database applications, and software programs (e.g. Microsoft Office Suite)
- ✓ Exceptional communication skills (verbal and written) with demonstrated ability to speak, read, and write English

- ✓ Knowledge of grammatical principles and standard proofreaders' marks
- ✓ Proficient interpersonal skills and professionalism
- ✓ Strong organizational and multi-tasking capabilities
- ✓ Superior attention to detail
- ✓ Sound ability to:
 - Perform basic administrative and clerical functions such as typing, filing, data entry, organizing materials, copying, faxing, scanning, etc.
 - Work effectively in both independent and collaborative settings
 - Protect confidentiality when handling sensitive information
 - Maintain familiarity with The Word Church's priorities, policies, procedures, programs, and personnel
 - Learn and efficiently apply new ideas, processes, policies, and functions
 - Solve problems independently and effectively
 - Adapt to shifting priorities, demands, changes, and workloads
 - Function under pressure in an ever-changing environment
 - Manage time wisely and meet fast-approaching deadlines
 - Follow through on assigned projects, providing timely updates as needed
 - Edit written materials accurately
 - Coordinate calendars and revise schedules frequently
 - Render guidance and direction in development of support staff and volunteers

GENERAL QUALIFICATIONS

- ✓ At minimum, an associate's degree and 3-5 years of experience in administration or a related field, with experience in a non-profit environment strongly preferred
- ✓ A vibrant and growing personal relationship with God, with commitment to Christian principles and teachings

SALARY / WAGES

Compensation, which is negotiable and salary-based, will be determined with respect to a candidate's qualifications and experience.

APPLICATION

Submit cover letters, résumés, and other relevant employment information by email to twcemployment@wordcity.org, or by postal mail with attention to: TWC Employment.