

## Southeastern Conference of SDA



# Career Opportunity Administrative Secretary

Posted: October 30, 2017

**MISSION STATEMENT:** To reach the communities within Southeastern Conference with the Christ-centered message of hope and wholeness. Organized in 1981, the Southeastern Conference covers the regional constituency of Florida except that portion west of the Apalachicola River, and that portion of Georgia south of and including the following counties: Appling, Baker, Ben Hill, Jeff Davis, McIntosh, Miller, Mitchell, Seminole, Telfair, Turner, Wayne, and Worth. Our synergy in diversity is the driving force that mobilizes clergy and laity for explosive evangelism to finish the work of the gospel.

**TAGLINE:** Sharing Hope, Restoring Wholeness

**PRIMARY CUSTOMERS:** Constituents of Southeastern Conference.

### **JOB OVERVIEW**

<b>Company:</b>	Southeastern Conference of SDA
<b>Location:</b>	Conference Headquarters - Mt. Dora
<b>Base Scale:</b>	56 - 76% of SDA Wage Scale
<b>Classification:</b>	Full Time
<b>Industry:</b>	Church Based Organization
<b>Job Type:</b>	Admin - Clerical
<b>Req'd Education:</b>	BA/BS/AS
<b>Req'd Experience:</b>	At least 2 years of administrative support related experience is required.
<b>Contact:</b>	Human Resources Director
<b>Phone:</b>	352-735-3142, Ext 122
<b>Email:</b>	<a href="mailto:nmclymont@secsda.org">nmclymont@secsda.org</a>

### **GENERAL SUMMARY:**

Candidate will serve as a department administrative secretary. Works with information of a broad and highly confidential nature and assists in designated administrative details using initiative and sound judgment. Requires knowledge of church policy and organizational structure, a high level of well-developed office organization skills, demonstrated ability to follow through on projects/assignments in a timely manner; high level of tact, friendliness and other aspects of strongly developed interpersonal skills plus proven organizational and time management skills.

## **EDUCATION AND TRAINING REQUIRED:**

Associate's degree or Bachelor's (BA/BS) degree in office administration or business-related field, or certification from a business college, including course work in data entry, word processing/computer literacy and education. Appropriate successful work experience may be acceptable in lieu of scholastic requirements. Two or more years of applicable office experience are needed to gain the skills and knowledge required to perform job duties.

## **POSITION QUALIFICATIONS:**

- Requirements are representative of minimum levels of knowledge, skills and/or abilities.
- Knowledge of principles, policies and beliefs of the Southeastern Conference and the Seventh-day Adventist Church.
- Composes letters, memoranda, develops charts, graphs and diagrams, answers telephone, takes messages and answers inquiries within assigned scope of responsibility.
- Knowledge of business English, spelling, punctuation and grammar. Also, must possess the ability to satisfactorily communicate (verbal and written) in English with vendors, coworkers, visitors and management. Strong oral and written communication skills required.
- Knowledge and proven skills in office procedures and equipment such as computer software (e.g., Word for Windows; Excel spreadsheets, Access database), data entry, filing and telephone techniques.
- Ability to perform office duties with high accuracy and acceptable speed.
- Ability to meet deadlines and perform all job duties with minimum supervision. Ability to work under pressure and with many interruptions.
- Ability to foster communication among departmental staff, employees from other departments and outside personnel.
- Qualified applicants must be able to pass a background check.
- Must be a baptized member of a church in the SEC constituency.

### **To apply for this job opportunity:**

Please submit your resume/curriculum vitae, along with a cover letter to:

Dr. Nicola McClymont, Human Resources Director,  
Southeastern Conference of Seventh-day Adventists  
1701 Robie Avenue, Mount Dora, Florida 32757

Or send via email to [nmcclymont@secsda.org](mailto:nmcclymont@secsda.org).

**THE SOUTHEASTERN CONFERENCE OF SEVENTH-DAY ADVENTISTS IS A CHRISTIAN ORGANIZATION. ALL EMPLOYEES ARE EXPECTED TO POSSESS CERTAIN CHARACTERISTICS AND QUALIFICATIONS, AND TO COMPLY WITH THE POLICIES, RULES AND PROCEDURES OF THE ORGANIZATION.**