

SDAA/SDAT ADMINISTRATIVE SECRETARY JOB DESCRIPTION

Position Summary:

The administrative secretary will: Keep in Mind what is important to the department and rest of BUC, reflect Christ, value people, Inspire hope and engage in changing lives, Assist the [Seventh-day Adventist Association / Seventh-day Adventist Trust Company](#) Secretary/Treasurer by performing a wide range of secretarial duties in an efficient and effective manner; Work with care and confidentiality; Undertake designated administrative details using initiative and sound judgment; Have a good command of the English language, both verbal and written; Have a high level of keyboard/computer, digital dictation and organisational skills; you will be used to manipulating and amending large documents; Have strongly developed interpersonal skills, confident manner, diary management including tact and friendliness.

Main Duties:

1. Provide administrative and clerical support to the SDAA/SDAT Secretary to ensure department operations are maintained in an effective, timely and accurate manner.
2. Work within the team setting of the department and the wider BUC.
3. Set up and maintain an index of all strong room filed documents.
4. Regularly review the strong room/office filing system for efficient storage/retrieval and safety of documents.
5. Retrieving/returning documents from strong room when enquires come in.
6. Assist with prompt responses to enquiries from church employees and members, property professionals, and solicitors.
7. Work on assigned projects, one of which will be "Land registry of all unregistered titles".
8. Assist with some research work on proposed vote, policies and procedures.
9. Assist in collating board agenda related resources, supporting documentation, media, and conference/mission authorising actions to assist board(s) to make quality and effective decisions.
10. Act as recording secretary for board meetings and assist with proofreading/editing and accuracy of the minutes and reports, ensuring minutes are distributed within two weeks following a board.
11. Prior to quarterly board meetings effect the distribution of relevant documentation and agenda in good time for board members to read.

12. Light duties on financial information.
13. Direct calls and respond to enquiries.
14. Act for "Trust Services" as directed.
15. Perform other related duties as required.
16. Scanning and photocopying of documents as and when requested
17. Posting legal documents (this would sometimes be at short notice to meet deadlines)