

# ANDREWS MEMORIAL SEVENTH-DAY ADVENTIST CHURCH

29 Hope Road

Kingston 10.

## ADVERTISEMENT

### CHURCH SECRETARY/ADMINISTRATOR

#### Position Summary:

The Andrews Memorial Seventh-Day Adventist Church has a vacancy for a Secretary/Administrator. The ideal candidate must be an exemplary Seventh-Day Adventist Christian who is committed to the ministry and witness of the Church. The post requires a qualified, mature, self-motivated person who will have the ability to work well with church staff and other ministry leaders in a healthy and flexible manner without regular close direction.

#### Core Responsibilities:

1. Provide clerical, secretarial and logistical support for Pastors, Elders, Department Heads and other Church Officers as directed.
2. Respond appropriately and in a timely manner to requests/queries from visitors and church members.
3. Maintain and secure complete, orderly, up-to-date files for review and retrieval.
4. Schedule the rental and use of the Church facilities based on the approved guidelines.
5. Maintain records re maintenance of equipment, pianos, organ, choir robes etc.
6. Maintain Petty Cash with appropriate records.
7. Prepare Cheque Requisitions to the Treasurer for payment.
8. Maintain storage and inventory of all office supplies.
9. Maintain and update information packages re Counselling, Marriage, New Members, Baptisms etc.

Qualifications, Knowledge & Experience Requirements:

1. Diploma in Administrative Management or Advanced Secretarial Studies or comparable qualifications
2. Minimum of 2 years' experience performing similar duties
3. Excellent oral and written communication skills
4. Demonstrable ability to multi-task
5. Demonstrable competence in the use of Microsoft Word, Excel, Publisher etc.
6. Interpersonal Skills Required, Cheerful, Warm & Welcoming, Self-motivated
7. Willingness to assist with projects when needed

HOW TO APPLY:

Qualified applicants may submit their resume and cover letter including salary requirements in a sealed envelope to:

**Church Secretary/Administrator  
Pastor Adrian Johnson or Pastor Jermy Arnold  
Andrews Memorial Seventh-Day Adventist Church  
29 Hope Road  
Kingston 10.**

OR email to: [andrewsmemorialhr@gmail.com](mailto:andrewsmemorialhr@gmail.com)

DEADLINE: JULY 30, 2020

We thank all applicants for their interest but only short-listed candidates will be contacted.