

SDAA/SDAT ADMINISTRATIVE SECRETARY

PERSON SPECIFICATIONS

Knowledge

- Knowledge of office and administrative procedures
- Helpful if candidate is familiar with committee system
- Ability to maintain high level of accuracy and confidentiality
- Proficient in spoken and written English

Skills

- Ability to work in a team
- Excellent interpersonal skills
- Analytical and problem-solving skills
- Effective verbal, listening and written communication skill
- Attention to detail and accuracy
- Effective organisational skills
- Computer skills in word processing, spreadsheets and databases
- A friendly telephone manner
- Conscientious and able to work with minimal supervision
- Able to give feedback on work assignments

Personal attributes

- Trustworthy and honest
- Respectful
- Possess cultural awareness and sensitivity
- High level of flexibility
- Willingness to occasionally work outside office hours
- Growth mind-set and a desire to learn
- Willingness to learn
- Demonstrate sound work ethics
- Sympathetic to the ethics and doctrines of Seventh-day Adventist Church
- Emotional intelligence-Being able to handle interpersonal relationships judiciously and empathetically

- Ability to multitask
- Self-motivated
- Humility towards fellow staff and external contacts

Qualifications

- 5 or more GCSC in English and Maths
- A-level diplomas
- Higher qualifications, Business/para legal studies would be a distinct advantage

Experience

- Work in paralegal and/or administration
- Secretarial work in charity property roles
- Accurate minute taking and Clerk in board meetings
- Audio typing and dictating letters/emails

