

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.

Skills/Expertise

- Ability to work in a team
- Excellent interpersonal skills
- Analytical and problem solving skills
- Effective verbal, listening and communication skills
- Attention to detail and accuracy
- Effective organisational skills
- Effective written Communication skills
- Computer skills – word processing /spreadsheets.
- Maintain a filing system; both paper and computerised
- A friendly telephone manner.

Personal attributes

- Trust worthy and honest
- Be respectful
- Possess cultural awareness and sensitivity
- Be flexible
- Willingness to learn
- Demonstrate sound work ethics.
- Sympathetic to the ethics and doctrines of Seventh-day Adventist Church.