

CAREER OPPORTUNITY

ADMINISTRATIVE PROFESSIONAL

The South Caribbean Conference is looking for a highly organized, proactive, detail-oriented Administrative Professional to join our highly motivated team of spirit based leaders and professionals.



South Caribbean Conference of SDA

QUALIFICATIONS AND EXPERIENCE:

- ⇒ Minimum of an Bachelor's Degree in Business Management, Business Administration, Office Management or a related field.
- ⇒ Advanced Administrative/Secretarial training will be an asset.
- ⇒ Minimum of 3 years experience in an Administrative/Secretarial role.
- ⇒ Be a member of the SDA Church in regular standing.

PREFERRED SKILLS AND ABILITIES:

- ⇒ High proficiency in Microsoft Office Suite and Computer Literate
- ⇒ Detail oriented, with a high level of Confidentiality
- ⇒ Excellent written and verbal communication skills
- ⇒ Excellent Organizational and Time Management Skills
- ⇒ Strong interpersonal skills
- ⇒ Analytical and Critical thinker



APPLICATIONS SHOULD BE ADDRESSED AND SENT TO:

**The Human Resource Manager,
South Caribbean Conference of S.D.A
Cor. Eastern Main Road and Deane Street
St Augustine or be emailed to:
rrennie@southcarib.org /
swilliams@southcarib.org on or
before January 31st, 2025.**

DOCUMENTS TO BE SUBMITTED

- ⇒ **Application For Employment Form
(available from rrennie@southcarib.org)**
- ⇒ **Letter of Application**
- ⇒ **Resume**
- ⇒ **Copies of Certificates and Diplomas**
- ⇒ **Two References (Church Pastor and First Elder)**