



## The Incredible Journey

Job title:	Administration Assistant		
Location:	Dora Creek, NSW	Position type:	12 months fixed-term contract
Date posted:	17 September 2020	Reports to:	Manager
Applications Accepted By:			
Email: info@tij.tv			
About Eternity Media Productions			
<p>Eternity Media Productions Ltd. (EMP) is an independent, not-for-profit Christian organisation supportive of the Seventh-Day Adventist Church. We are passionate about our bold vision to share the Good News of Jesus Christ to the world and preparing all people for His soon coming. We are devoted to giving Biblical answers to some of life's big questions through television, internet, radio, social media, evangelistic campaigns, a Bible learning centre and faith sharing resources.</p>			
Job description			
<p><b>ROLE AND RESPONSIBILITIES OF THE ADMINISTRATIVE ASSISTANT:</b></p> <ol style="list-style-type: none"><li>1. Provide frontline communications by being the first contact for all enquiries, including phone, email and post</li><li>2. Process, receipt and reconcile donations</li><li>3. General bookkeeping using Xero, full training to be provided</li><li>4. Manage ministry resources and office supplies</li><li>5. Provide general administrative support such as filing, documentation, minute taking, booking travel arrangements and expense reporting/reconciliation</li><li>6. Process requests for ministry resources</li><li>7. Assist in ministry events and projects as required</li><li>8. Assist with other tasks as required</li></ol>			
<p><b>QUALIFICATIONS REQUIRED:</b></p> <ol style="list-style-type: none"><li>1. <b>Must be</b> a practising, baptised member of the Seventh-day Adventist church with a strong commitment to its mission, values and lifestyle</li><li>2. Minimum of 3 years office administration experience or equivalent, preferably in a fast-paced environment</li><li>3. Ability to work in a very small dedicated team environment</li><li>4. Advanced communication and customer service skills with the ability to communicate clearly to a wide range of people including supporters, management and staff face to face and via telephone, mail or email</li><li>5. Highly organised, detail oriented and able to work to deadlines</li><li>6. Demonstrated experience in managing multiple tasks/projects with conflicting priorities</li><li>7. Initiative, good judgement and problem-solving ability</li><li>8. Ability to maintain strict confidentiality</li><li>9. Very good computer and key boarding skills, particularly in using the MS Office applications</li></ol>			
<p>Full training to be provided to the right candidate.</p>			
<p>Although Eternity Media Productions Ltd. is an equal opportunity employer that does not discriminate in its employment policies and practices on the basis of race, national origin, gender, colour, age, marital status, disability, or any other basis prohibited by law, it is a religious entity associated with the Seventh-day Adventist Church. The employment practices reflect religious preferences in harmony with Australian law, and therefore hire only Seventh-day Adventist Church members in good standing.</p>			
<p><i>IT IS NOT THE INTENTION OF THE POSITION DESCRIPTION TO LIMIT THE SCOPE OR ACCOUNTABILITIES OF THE POSITION BUT TO HIGHLIGHT THE MOST IMPORTANT ASPECTS OF THE POSITION. THE ASPECTS MENTIONED ABOVE MAY BE ALTERED IN ACCORDANCE WITH THE CHANGING REQUIREMENTS OF THE POSITION.</i></p>			