



Oregon Conference of Seventh-day Adventists

Position: Administrative Assistant

Employment Category: 30 hrs per week,
Non-Exempt

Department: Risk Management

Work Location: Gladstone, Oregon

Reports to: Risk Management Director

Posting Date: March 1, 2016;
Open until filled

Job Overview: The Risk Management administrative assistant must be familiar with the Adventist Risk Management insurance policies, including general liability, employment practice liability, property, and auto; SAIF Corporation/workers' compensation, and other miscellaneous areas. The administrative assistant will assist the Risk Management Department by answering phone calls, processing certificate of insurance, claims, property and auto insurance requests, and other various tasks, including but not limited to invoicing, background checks, safety committee meetings, background check committee, and file management.

Responsibilities: The Risk Management administrative assistant's responsibilities include, but are not limited to the following duties and areas.

- Assisting the director by:
 - Sending out correspondence
 - Maintaining document organization
 - Processing check requests and invoicing entities
 - Answering questions by email, letter, or phone
 - Performing other general administrative assistant duties

- Keeping department's files up-to-date by:
 - Preparing files for volunteer forms
 - Preparing and updating files/binders for insurance policies, statements of value, and schedules
 - Preparing files as requested by supervisor

- Work with insurance requests by:

- Processing claims for medical, general liability, property, and auto insurance
 - Processing changes to coverage, including insurance for new property, ceasing coverage for vehicles that have been sold, etc.
 - Processing certificate of insurance requests
 - Review contracts with legal counsel
 - Assisting in providing information about how to obtain travel insurance and Conference guidelines for mission trips
 - Processing workers' compensation reimbursements
- Assist with safety training meetings by:
 - Making copies of material and preparing packets
 - Preparing and taking care of registration
 - Assisting with venue setup and event hosting
 - Assisting department director with other trainings as needed
 - Assisting with background checks by:
 - Keeping volunteer database current (data entry)
 - Processing background checks through OpenOnline
 - Assisting referencing support staff
 - Monitoring Volunteer Forms' files
 - Compiling volunteer applications
 - Other duties related to this task

Skills: The person in this position must have the ability to serve people with professionalism yet with warmth and genuine caring, both on the phone and in person. He/she will need to have excellent oral and written communication skills, an ability to work efficiently, pay attention to details, and be proactive when handling tasks. The successful candidate will be organized, able to prioritize and multi-task, able to maintain confidentiality, and work well with co-workers. This administrative assistant should have a solid knowledge of Microsoft Office, with emphasis on Word, Outlook, and Excel, and should be able to learn some website management skills for the department (e.g. keep forms and other content up-to-date online).

Education: A four year college degree and/or at least 3 years of administrative assistant experience is preferred.

Compensation: This position has a wage range from \$15.57 to \$20.84 per hour, depending on experience. This position includes benefits, such as medical, dental,

vision, paid time off (holidays, vacation, and sick time), and 403(b) plan participation, including eligibility for employer contributions. Employee also will have the option to purchase supplemental life coverage, personal accident insurance, long-term care insurance and Aflac coverage through payroll deduction. Work-related travel expenses will be reimbursed.

Employment Conditions: The majority of the administrative assistant's time will be spent working at a computer or on the phone. Some occasional lifting and moving of supplies and equipment will be necessary (generally less than 25 pounds).

Other: The Oregon Conference hires Seventh-day Adventist Church members in regular standing based on religious preferences permitted by the United States Constitution and controlling law.

If you are interested in applying, please submit a completed General Employment Application, cover letter, and resume. The General Employment Application is available on the [Oregon Conference website](#). This information should be sent to the following address:

**Oregon Conference of SDA
Attn: Human Resources
19800 Oatfield Road
Gladstone, OR 97027**

Or

**You may send your application via e-mail or fax to
keri.self@oc.npuc.org
Fax: (503) 850-3410**