The Northern New England Conference announces an opening for the position of Administrative Assistant for the headquarters in Westbrook. The preferred candidate will have a Bachelor degree in office administration or accounting. Personally and professionally they should exhibit or be proficient in the following:

- A Seventh-day Adventist with a commitment to the teachings and policy of the church and a life characterized by the fruits of the Spirit, a commitment to God’s word, and prayer
- A willingness to be a part of a team that sacrifices to accomplish the mission
- A can do spirit of cooperation
- Highly organized with giftedness in detail management
- A strong track record of administrative excellence including managing multiple priorities
- Accounting and bookkeeping skills, including receipting, paying bills, preparing invoices, reconciling accounts.
- Answer phones and greet visitors, schedule appointments and maintain calendars
- Prepare communications, such as memos, emails, invoices, reports and other correspondence including the distribute of office mail
- Create and maintain filing systems, both electronic and physical
- Proficiency in the use of technology to include: Business equipment, Microsoft office, Jewel Adventist Accounting software, Website management

Interested candidates should live in the greater Portland area (within 20 minutes of the office in Westbrook) or be willing to relocate to that general area. Please express interest to Elder Ted Huskins at the NNEC offices: 207-797-3760 and send resumes to Elder Huskins at thuskins@nnec.org

NNEC is an equal opportunity employer, all qualified candidates are encouraged to apply regardless of age, ethnicity or gender.