



Position Available

Administrative Assistant to the General Secretary-Treasurer (The Pentecostal Assemblies of Newfoundland and Labrador)

The PAONL is currently recruiting a qualified individual to fill the position of Administrative Assistant to the General Secretary-Treasurer. The successful candidate will be responsible for the administrative functions related to the General Secretary-Treasurer's Office and General Office.

The range of duties includes:

- General Office Administration
- Comprehensive General Liability (CGL) Insurance Coverage Administration
- Executive Office Communication
- Office Team Collaboration
- Other Related Duties

The required qualifications are proficiency in administration, communication, and teamwork. Preferably, the successful applicant will hold a certificate, diploma, or degree in Office Administration at an accredited post-secondary institution. Job description will be made available to eligible applicants, upon request, as part of the interview process. On-the-job-training will be provided for the Administrative Assistant, CGL Insurance Administration, and other related duties.

Salary will be commensurate with qualifications. Please submit your resume via the following:

Rosanne Bradbury (rbradbury@paonl.ca)
Pentecostal Assemblies of Newfoundland and Labrador
Box 8895, Station A
St. John's, NL A1B 3T2
Telephone: (709) 753-6314

To be considered for this position, resume must be received not later than **Friday, October 11, 2024**. The anticipated start date is **Monday, November 4, 2024**.

(The PAONL is a special interest organization serving people of a particular religious creed. Therefore, the successful candidate will be required to sign a confidentiality agreement, and a document confirming their willingness to abide by the values, principles and practices as outlined in the personnel manual and other related PAONL policies.)