

## **Executive PA and Management Assistant**

The General Conference of Seventh-day Adventists Trans-European Division based in St Albans is looking for two people to join the small but committed team at its international headquarters: an Executive PA in Secretariat and a Management Assistant to work with Health & Safety and GDPR compliance.

Both are full-time positions in a busy and varied environment. The successful applicants should have a high level of spoken and written English, proven organisational skills, relevant work experience and qualifications, be able to work individually as well as part of a team, work under pressure, meet deadlines, and have a good cross-cultural knowledge

The Executive PA's work includes, **but is not limited to**, updating Working Policy and SDA Year Book information, co-ordinating statistical information from the unions, working with the development of on-line resources, helping to maintain the archives, assist with reception cover, preparing material for the Division Spring Meetings and Year End Meetings as well as general office duties.

The Management Assistant's work would include, **but is not limited to**, working with Health and Safety in the office environment, assisting with data management and developing policies for data retention in line with GDPR requirements, Archive Management, as well as assisting in managing some of the TED property portfolio.

The successful applicants will have good skills in Microsoft Office, attention to detail, office and organisational experience, and relevant qualifications. Experience of Health and Safety and GDPR is desirable, although training may be given. They must also have the right to work in the UK. A clean driving licence is an advantage.

Salaries and other benefits are according to the Trans-European Division Remuneration Scale. Details available upon application.

A letter of application together with current CV and the address of two referees should be sent to:

Dean Papaioannou  
General Conference of Seventh-day Adventists Trans-European Division  
119 St. Peter's Street  
St. Albans  
AL1 3EY

E-mail [dpapaioannou@ted.adventist.org](mailto:dpapaioannou@ted.adventist.org)

Deadline for Application: **13 August 2018**