

Administrative Assistant Role Summary: Benin

The person in this role aids the Station Director and Leadership Team with administrative tasks.

Core Competencies:

- ✓ Commitment to Jesus Christ evidenced by a personal relationship
- ✓ Excitement about being involved in full-time missions and willingness to build a team of prayer and financial partners
- ✓ Flexible and willing to adapt to change
- ✓ Cultural sensitivity working within international teams
- ✓ Able to independently manage several projects simultaneously and meet deadlines
- ✓ Exhibit confidentiality and integrity
- ✓ Professional attitude in all aspects of the job

Responsibilities:

- ✓ Produce documents and correspondence using a word processor
- ✓ Arrange appointments, meetings and travel for Station Director
- ✓ Assist Leadership Team with note-taking, mission documents and archiving
- ✓ Receive and initiate phone calls
- ✓ Manage financial aspects of travel and reimbursements
- ✓ Travel within and outside of region for mission business

Desirable Qualifications:

- ✓ Proficient in speaking and writing both English and French
- ✓ Administrative experience
- ✓ Valid passport, driver's license and inoculation record