

Central California Conference Job Postings

Title: Full-Time Administrative Assistant

The Education Department is seeking a full-time administrative assistant. Responsibilities include strong computer (MS Office) skills, must be accurate, detail and efficient in data entry and processing employment paperwork and review. This person must also be courteous in dealing with external and internal customers. Must have personal management, and motivation to work toward goals. Must have skills to effectively negotiate and navigate disagreements. Must be a member of the Seventh-day Adventist church in regular standing and maintain consistent, active church attendance.

Please apply by 5:00 pm, Monday, February 12, 2018

Title: Part-Time Print Shop/Mail Room Assistant

The Communication Department is seeking a part-time print shop/mail room assistant. Responsibilities include mail room and print shop production. This person must also be courteous in dealing with external and internal customers. Must have personal management, and motivation to work toward goals. Must be a member of the Seventh-day Adventist Church in regular standing and maintain consistent, active church attendance.

Please apply by 5:00 pm, Monday, February 12, 2018

To apply:

Please submit cover letter, application & resume to Human Resources.

Application link: <http://ccchr.adventistfaith.org/hr-resources-forms>

By email: lbarron@cccsda.org, fax 559-347-3062

By Mail: Human Resources, PO Box 770, Clovis, CA 93613