

# Central California Conference Job Postings

## Title: Full-Time **Administrative Assistant**

The **Church and Hispanic Ministries Department** is seeking a **Full-Time Administrative Assistant**. Responsibilities include strong computer (MS Office) skills, be accurate, detailed and efficient in data entry and processing paperwork and setting up weekend events. 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 bilingual in English and Spanish. Must be a baptized member of the Seventh-day Adventist Church in regular standing and maintain consistent, active church attendance.

**Please apply by 5:00 pm, Monday, March 19, 2018**

### **To apply:**

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

**Application link: <https://www.centralcaliforniaadventist.com/forms>**

**By email: [lbarron@cccsda.org](mailto:lbarron@cccsda.org), fax 559-347-3062**

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