

Position Available

Administrative Assistant to the General Superintendent/ Group Insurance Program Administrator

(The Pentecostal Assemblies of Newfoundland and Labrador)

The Pentecostal Assemblies of Newfoundland and Labrador (PAONL) is currently recruiting a qualified individual to fill the position of Administrative Assistant to the General Superintendent/Group Insurance Program Administrator. The successful candidate will be responsible for the administrative functions related to the General Superintendent's Office, Group Insurance Program Benefits, and the PAONL General Office.

The range of duties includes:

- General Office Administration
- Group Insurance Program Benefit 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, Group Insurance Program Administrator, and other 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, resumes must be received not later than **Friday, September 8, 2023**. The anticipated start date is **Tuesday, October 3, 2023**.

