



EAC
EVANGELICAL ASSOCIATION
OF THE CARIBBEAN

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MEMBER: World Evangelical Alliance

VACANCY ANNOUNCEMENT

The Evangelical Association of the Caribbean (EAC) is inviting applications for the following position:

Administrative Assistant

The candidate must be a mature member in good standing in an EAC affiliate church, who has served in an executive/administrative management level.

Qualification & Experience

- Associate or Bachelor Degree in Business Administration and/or a related field.
- Certifications or completed coursework on administrative software.
- Previous experience in an administrative support role, secretarial job or personal assistant is valuable.
- Proficient with MS Office Suite.
- Strong organizational skills and ability to multitask.
- Verbal and written communication skills.
- Time management and ability to meet deadlines.

Responsibilities

- Perform duties as personal assistant and confidential secretary to the EAC Secretary General/CEO.
- Provide a bridge for smooth communication between the CEO's office and internal departments, Commissions, EAC NEAs, Affiliates and Ministries.
- Serve as Recording Secretary to the Regional Board, compose and prepare correspondence, such as staff notifications and all messages from the CEO.
- Prepare meeting schedules, coordinate itineraries, and coordinate expense reports.
- Perform bookkeeping and accounting functions.

Application Process: Interested person are required to submit a letter of application and Curriculum Vitae with supporting documents, accompanied by the names and contact information of three (3) reputable referees.

Submit applications via email attachment at caribbeanevangelical@gmail.com marked "**Administrative Assistant Vacancy**" addressed to The Secretary General, Evangelical Association of the Caribbean, P. O. Box 4947, Tunapuna, Trinidad.

Unsuitable applicants will not be acknowledged.

Deadline date for ALL applications: **15 March 2022**