

## **Administrative Assistant General Job Description**

As of November 28, 2017

The Archdiocese of Agaña is seeking a full-time administrative assistant to support the chancery office and senior leadership by performing designated responsibilities to ensure optimal day-to-day work flow. The incumbent helps draft correspondence; maintains databases; manages records; and follows up on tasks, projects and files to ensure progress is on track. The qualified candidate must be familiar with MS Office (Outlook, Word, Excel); exhibit a willingness to learn; and be able to provide administrative support in a professional, courteous, and efficient manner while maintaining absolute confidentiality and a high level of initiative. Previous experience in a highly professional office environment along with relevant education/writing skills as well as intimate awareness and respect for Catholic cultural and social milieus are vital.