



GCAS - General Conference Auditing Service, is a global, organizationally independent, auditing firm, with more than 300 professionals in 45 countries. We serve Seventh-day Adventist Church organizations which include administrative, educational, manufacturing, healthcare, media, retail, and financial type entities.

We are seeking to fill an **Administrative Professional** position in one of our Regional Offices. The ideal candidate would work independently, be organized – with excellent written, oral, and interpersonal communication skills, outgoing and enjoys working with details, able to plan and discover efficiencies to help the team. Strong time management skills, with attention to detail, following through on projects and handling multiple tasks are essential skills for this dynamic position.

We invite applications from qualified and experienced individuals for the position of:

➤ **Office Coordinator**

Position Summary: The Office Coordinator performs diverse clerical, administrative, and technical duties for the Regional Manager, which include coordinating and monitoring of audit workflows and working with documents of a complex and sometimes confidential nature, using initiative and sound judgment. High levels of tact, friendliness, and other aspects of strongly developed interpersonal skills plus proven organizational skills are crucial.

The candidate should be:

1. Qualified with a degree (Bachelor's (BA/BS) or equivalent in office administration or business-related field.
 2. Experienced with knowledge relevant to the role, which may be acceptable in lieu of scholastic requirements. (Minimum **four** years of administrative work experience in a professional environment.)
 3. Eligible to live and work within the EU.
 4. Able to demonstrate minimum English language proficiency of CEFR B2 (TOEFL 500 paper/222 computer/89 internet/Duolingo 90-115).
 5. Fluent in other languages highly desirable: either Spanish, French, German, Romanian or other language.
 6. Proficient in computer skills necessary for accounting, database, and spreadsheet work as well as communication through email and correspondence.
 7. Proficient in the use of Microsoft Suite of applications (Outlook, Word, Excel, PowerPoint, Access, SharePoint) and Adobe Acrobat Pro. Capable of learning new software programs including the CCH Software Suite of products used by GCAS.
 8. Able to work with a high degree of accuracy and attention to detail.
- Requests for further details to Sandra Richards Grice grices@gcasconnect.org.
 - Use the following link [GCAS Recruiting Form \(gcasconnect.org\)](#) to complete the GCAS Recruiting Form.