



**Samaritan Aviation
PNG Office Administrator
Job Description**

Reports to: President of Samaritan Aviation or Country Director

Works closely with: Samaritan Aviation Staff and PNG Nationals

Skills/Qualifications required: Organization, reporting, administrative, marketing, Microsoft Office, management, leadership, analyzing information, professionalism, problem solving, also a team player. Two years mission experience preferred.

Administrative responsibilities:

Administrative:

- Oversee PNG administrative functions to ensure efficient and consistent operations
- Work closely with local PNG businesses, individuals, other missionaries and mission organizations
- Responsible for supporting all missionary staff in PNG
- Work closely with the President of Samaritan Aviation or the Country Director when the President is out of the country
- Oversight of medical supply inventory, aircraft parts and fuel, and the ordering of ministry needs that will be shipped from other countries

Financial:

- Maintain PNG finances and prepare monthly and yearly reports in an accurate and timely manner
- Oversight of PNG office
- Work closely with the U.S. Director of Administration in implementing all necessary business policies and accounting practices

Ministry support:

- Assist in preparing ministry updates and stories to help keep SA donors informed
- Work closely with President of SA and/or Country Director to provide accurate and timely reports and testimonies through monthly letters, newsletters, the SA website and media
- Other duties as assigned