



Job Description
PNG Office Administrator

Reports to: Country Director on all matters.

Works Closely With: Samaritan Aviation Staff and PNG Nationals

Minimum Skills & Qualifications Required:

- Organizational, reporting, and administrative skills.
- Information analysis and problem solving skills.
- Computer experience.
- Excellent time management.
- 2-years cross-cultural experience preferred.

Administrative Responsibilities:

- 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 Responsibilities:

- 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. team in implementing 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