



RAVI ZACHARIAS INTERNATIONAL MINISTRIES, INC.

Administrative Assistant to Senior Executive

Ravi Zacharias International Ministries, a major global evangelistic non-profit Christian ministry located in Norcross, Georgia is seeking candidates for the position of **Administrative Assistant** for one of their prominent senior executives. The **Administrative Assistant** will be responsible for coordinating all the details of this senior executive's itinerary and executing a variety of other executive level administrative activities in a highly professional, mature and responsible manner.

To be considered for this position, candidates should have:

- . A bachelor's degree (highly preferred).
- . 5 years of experience as an administrative assistant preferably for a senior executive.
- . Required experience includes scheduling international travel, information management, research, and assisting with event planning.
- . Strong organizational skills; highly attentive to details; time management skills; able to multitask in a fast-paced environment; an initiator; self-motivated; creative problem solver.
- . Excellent written and oral communication skills.
- . Intelligence is extremely important. Poised; mature; professional; calm and steady personality required.
- . Experience relating to others cross-culturally and some experience travelling internationally is highly preferred.
- . Excellent public relations; relationship building; people skills.
- . Proficient in the use of Microsoft Word, Excel, Powerpoint, databases and the Internet. Proficient in the use of a Blackberry or similar device.
- . Must be in agreement with RZIM's Vision and Statement of Faith (www.rzim.org).
- . A good grasp of Biblical/theological concepts and a passionate desire to be an integral part of sharing the Word of God with others is essential. A basic understanding of apologetics would be a plus.

Candidates must live within a reasonable commuting distance of RZIM and be able to work 8 - 5 Monday through Friday. If you are interested and qualified for this opportunity, please **email a cover letter stating your reasons for applying for this position and a copy of your resume** to Cathy Law, cathy@reisagroup.com. The Reisa Group, Inc. (www.reisagroup.com) is an approved retained search vendor for RZIM.