



**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:** organizational, 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:**

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

**Ministry support:**

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

