



Part-Time Administrative Assistant

Salary and Benefits

- \$15-\$17/hour (commensurate to experience)
- 20-30 hours/week
- Flexible work schedule, Monday-Friday, 8:30 AM – 5:00 PM
- Monthly cell phone allowance

Professional Attributes

This position requires at least two years of work experience as an Administrative Assistant or related general office support role; proficient in Microsoft Office including Word, Excel and PowerPoint; highly-organized, reliable and detail-oriented. The ideal candidate will have a positive, energetic and professional image; excellent communication skills and be adept at working with and meeting deadlines. Previous database management experience a plus.

Description of the Position

Provide administrative support to a large statewide industry/trade association that provides governmental and political affairs; public relations, meetings, special events, publishing and informational services to its member companies. Position requires duties that include database management, general clerical, receptionist and project-based work.

Responsibilities

- Proficient in the use of Microsoft Office Suite (Word, Excel, etc.)
- Perform general clerical duties to include but not limited to:
 - Phones – first to answer – and on initial ring
 - Run office errands (bank, post office, grocery store)
 - Copying, scanning, faxing, filing
 - Process mail and UPS/FedEx shipments
 - Process large mail campaigns: pull distribution list from database, complete mail merge, update contacts in the database post-mailing
- Update listing and run reports in online membership database (Growth Zone – training provided)
- Maintain hard copy and electronic filing system
- Keep lists of registrations/RSVPs
- Support staff in assigned project-based work
- Inventory: in charge of supply of office supplies as well as printed materials such as letterhead, envelopes, etc. – price compare before buying
- Schedule maintenance of office phones, copier and postage machine
- Ability to effectively and professionally interact with others
- Type correspondence, reports and other documents
- Assist with special events planning
- All other duties as assigned

At least three professional recommendations required with application.