

Administrative Assistant

XYZ association, located in XYZ, is seeking a full-time administrative assistant.

The ideal candidate will enjoy the challenge of a wide range of administrative duties working with multiple association clients, each with their own members and programs. This person must have the ability to multi-task, be extremely detail oriented, give exceptional customer service to both members and the general public, present themselves in a professional manner, and work independently. The position requires someone that can work under pressure in a fast-paced environment, be flexible, and maintain a positive attitude. There is advancement opportunity for any candidate possessing these qualities.

Job Requirements

The position also involves a great deal of data entry, and accuracy is critical in all aspects of the job. Candidate must be proficient in Outlook, Word, Excel and particularly Access. Experience working with trade and professional associations is preferred.