

## **Administrative Assistant**

XYZ Association is seeking a part time (average 15 – 20 hrs per week) administrative assistant. Duties include general admin duties; answering phones, coordinating data entry, contacting members, invoicing, payment processing, and general customer service. This position is responsible for mailings, ordering supplies, processing memberships, invoicing for services, and other staff support as needed.

This person will work independently and coordinate multiple projects simultaneously. The position requires excellent organizational abilities, attention to detail, flexibility, and strong written and verbal communication skills. The ability to prioritize and meet deadlines is necessary.

## **Job Requirements**

Education, training, experience:

Experience in managing a database (ours is XYZ) is a plus. Must be proficient in Microsoft Office. Knowledge and experience with associations is a plus. Knowledge of Mac Operating systems a plus.