

## **Office Administrator**

XYZ focuses its efforts in three major areas: educating and mobilizing our members (Events and Education); creating more opportunity for association members by working with industry (Membership Development); and by shaping public policy at the State Capitol and in Washington D.C. (Public Policy and Relations).

The Office Administrator is responsible for the operation and administration of the office facility located in XYZ. The Office Administrator is the most visible position in the office and requires the ability to multi-task in a small professional office setting, a balance of operational expertise and excellent customer service skills.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The Office Administrator serves as the administrative assistant to the Executive Director by providing support for scheduling, telephoning, drafting correspondence, project and event support, Board and Committee meeting preparation and minute taking, and other tasks to assist as needed.

Ensures financial data entry is done in a timely manner to accurately report the financial and business position of the Association. Duties include membership dues invoicing, posting and processing of accounts receivables and payables for services and supplies as directed by Board policy or actions, by writing checks and maintaining accurate account balances.

Assist with association events and programs to contribute to the overall effectiveness of the association. Includes material development, event planning and exhibit assistance.

Assist with membership support through on-going database management, correspondence to existing members and potential members, web-site maintenance and list serve support and other related administrative support to Membership Director.

Maintains computer and hard copy office files in an orderly manner and prepares filing system directories for use by other users.

Maintains office equipment and furnishings to present a positive and professional image to office visitors. Orders supplies and tracks inventory to insure smooth office operations.

### **Job Requirements**

Education, training, experience:

### **QUALIFICATIONS**

Minimal: Computer knowledge in Microsoft Word, Excel, Power Point and Quickbooks as well as database management knowledge. Basic accounting knowledge with

accounts receivable and accounts payable. Must be able to work in a small professional office environment and have a friendly personality to work with a wide range of producer and associate members.

Preferred: The Office Administrator should have excellent interpersonal and written communication skills, and exceptional leadership qualities.