



OHIO EDUCATION ASSOCIATION

ADMINISTRATIVE SECRETARY – HQ

Definition

A position that performs clerical and administrative functions in support of OEA's strategic priorities

Essential Duties:

1. Uses computers for various applications, such as database management or word processing.
2. Provides clerical and administrative support for organizing plans and practices for engaging members.
3. Sets up and maintains paper or electronic filing systems; recording information, updating paperwork, and composing and maintaining documents, spreadsheets, records, correspondence, or other material. Maintains confidential records and files.
4. Composes, prepares, and distributes meeting notes, presentations and reports.
5. Reviews and proofreads material for accuracy and completeness.
6. Answers telephones and gives information to callers, takes messages, or transfers calls to appropriate individuals.
7. Operates electronic mail systems and coordinates the flow of information.
8. Opens, reads, routes, and distributes incoming and outgoing mail or other materials.
9. Operates office equipment, such as fax machines, copiers, or phone systems.
10. Greets visitors or callers and handles their inquiries or directs them to the appropriate persons according to their needs.
11. Prepares for and makes arrangements for meetings and conferences.
12. Communicates information to managers, co-workers and others in person, by telephone, in written form, or e-mail.
13. Provides back-up to receptionist / clerical assistant.

Significant Duties:

- Processes invoices for payment.
- Orders and maintains office supplies and acts as liaison with vendors.
- Completes forms in accordance with OEA procedures.
- Operates in a collaborative team environment.
- Attends staff meetings and trainings.
- Provides input into decision-making that impacts Associate Staff functions.
- Performs duties related to job description.

Qualifications, Knowledge, Skills and Abilities:

- High school diploma or equivalency; Associate degree preferred.
- Three (3) years of administrative office experience required.
- Knowledge of administrative and clerical procedures and systems such as word processing, spreadsheets, managing files and records, designing forms, and other office procedures.
- Ability to effectively compose, proofread and revise business correspondence.
- Ability to communicate effectively and professionally.
- Intermediate skill in use of computer office software.
- Internet research abilities.

Other Information:

Salary: Range D, with employer paid social security. Fringe benefits include paid vacation, sick leave, health insurance, paid holidays, and retirement plan.

Position Location: OEA – HQ (GR/Comm/Mktg) 225 E. Broad St., Columbus, OH 43216

Please submit notice of application to hr@ohea.org. Please specify Administrative Secretary – HQ in the Subject field.

The OEA is an Equal Opportunity/Affirmative Action Employer.