



OHIO EDUCATION ASSOCIATION

Administrative Secretary

Apply Here: [OEA - Administrative Secretary - Westerville, OH](#)

The Ohio Education Association (OEA) is seeking a person for a challenging and rewarding position as an Administrative Secretary. The Ohio Education Association represents 121,000 teachers, faculty members, and support professionals in Ohio's public schools, colleges, and universities. This position demands a variety of secretarial skills, and three (3) years of administrative office experience is required. Please see below for the additional required qualifications, knowledge, skills, and abilities.

Essential Functions:

- Uses computers for various applications, such as database management or word processing.
- Provides clerical and administrative support for organizing plans and practices for engaging members.
- 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.
- Composes, prepares, and distributes meeting notes, presentations and reports.
- Reviews and proofreads material for accuracy and completeness.
- Answers telephones and gives information to callers, takes messages, or transfers calls to appropriate individuals.
- Operates electronic mail systems and coordinates the flow of information.
- Opens, reads, routes, and distributes incoming and outgoing mail or other materials.
- Operates office equipment, such as fax machines, copiers, or phone systems.
- Greets visitors or callers and handles their inquiries or directs them to the appropriate persons according to their needs.
- Prepares for and makes arrangements for meetings and conferences.
- Communicates information to managers, co-workers and others in person, by telephone, in written form, or e-mail.
- Opens and closes the office.

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:

- High school diploma or equivalency; Associate's 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.

Authority and Relationships

Responsible to the immediate supervisor; recommends policy and procedure changes to and through the immediate supervisor.

OEA is an Equal Employment Opportunity Employer.

Consideration is given to all applicants without regard to age, ancestry, sex, race, color, creed, religion, sexual orientation, gender identity or expression, marital status, national origin, residence, disability, socio-economic status, military status, political affiliation, genetic information; on the basis of pregnancy, childbirth, or related medical conditions; or, degree of association activity.