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.