



OHIO EDUCATION ASSOCIATION

ADMINISTRATIVE ASSISTANT-HQ

Apply Here: [OEA - Administrative Assistant \(HQ\) - Columbus, OH](#)

The Ohio Education Association (OEA) is seeking a person for a challenging and rewarding position as an Administrative Assistant. The Ohio Education Association represents 120,000 teachers, faculty members, and support professionals in Ohio's public schools, colleges, and universities.

This position demands a variety of secretarial skills, and is in Columbus, Ohio. A position that performs clerical and administrative functions in support of OEA's strategic priorities. Five (5) years of administrative office experience is required. Please see below for the additional required qualifications, knowledge, skills, and abilities.

Essential Duties:

- 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 documents; notes errors or discrepancies; initiates corrective action and follow-up.
- 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. Processes invoices for payment.
- 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.
- When authorized, serves as liaison between assigned manager and staff, communicating decisions and directives, transmitting assignments, and maintaining workflow.
- Coordinates the day-to-day operations of an office.
- Trains and acts as resource person; creates and maintains work procedures and training materials.

Significant Duties:

- Carries out special projects and assignments.
- Updates website information.
- Orders and maintains office supplies and acts as liaison with vendors.
- Completes forms in accordance with OEA procedures.
- Participates in staff interviews.
- 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's Degree preferred.
- Five (5) years of administrative office experience required.
- Advanced 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.
- Advanced skill in use of computer office software.
- Internet research abilities.

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.