



JOB DESCRIPTION

Position: Part-Time Office Assistant

Summary: This position reports directly to the Business Office Manager. The Office Assistant provides assistance and support to the Business Office Manager (BOM) and the President/Executive Director (ED) so that they have the support staff necessary to be successful in providing a vision that is in alignment with the core principles of Oklahoma Senior Living Association (OKSLA) Board and Argentum, resulting in the desired growth and operational efficiency to achieve its mission.

Essential Duties and Responsibilities:

- Responsible for providing prompt and accurate responses and information to all callers, concerning the association's full range of products and services; and for generating the appropriate follow-up activity and fulfillment information to complete transactions.
- Periodically performs a number of tasks within the office including, but not limited to: updating and purging product/service reference materials; reviewing correspondence and report files; and preparing listings and informational directories.
- Receives, sorts, and classifies correspondence/ records/documents / publications/articles for filing.
- May make regular trips to area post offices to either pick up or deliver mail.
- Assists in assembling and stuffing materials for bulk mailings.
- Attends conferences and annual meetings to provide general administrative assistance to supervisor for committee and program assignments. These can range from taking minutes and preparing chairmen's reports, answering member/attendee inquiries to resolving minor problems with hotel personnel.
- Screens incoming calls not specifically directed to staff members. Answers inquiries on routine matters, referring others to appropriate staff member or department. Takes messages in someone's absence. Makes tentative appointments, clearing these with staff before confirming.
- Maintains the office's working, publication, and subject files current by filing and retrieving material, establishing new folders and sections as needed, and periodically purging files of outdated materials.
- Periodically scans files and discards obsolete materials.
- Assignments include email, filing, message and appointment scheduling, word processing, tracking projects, program management, assembling data and formatting reports.
- Other functions as assigned.



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Required Knowledge, Skills, and Abilities:

- Demonstrates excellent interpersonal skills.
- Exhibits ability to multitask efficiently on a regular basis.
- Pay close attention to detail.
- Is proficient in the use of Microsoft programs such as Word, Excel, Publisher, and PowerPoint.
- Demonstrates familiarity with basic office equipment such as copier machine and multi-phone line system.
- Exhibits friendly and professional demeanor.
- Works well with a range of different individuals.
- Possesses excellent phone etiquette.
- Demonstrates knowledge of proper compositional practices to aid in writing and proofreading.
- Exhibits strong organizational skills.
- Communicates clearly, politely, and effectively.
- Demonstrates ability to think creatively to assist in special event planning and marketing.
- Is capable of leaving the office to run errands throughout the day.
- Demonstrates excellent time-management skills.

Qualifications and Experience:

- Candidates must have a High School Diploma or GED with preference given to an Associates/Bachelor's degree in a Business degree or related field.
- Previous non-profit experience is an asset.

Qualifications and Experience:

Office Hours: Monday through Friday 10:00 am to 2:00 pm

Additional Hours will be required during educational events and Annual Convention & Trade Show.