Administrative Assistant Job Description

Job Summary
To provide administrative support to staff while attending to member needs, general office duties and reception. These duties include but are not limited to: database system use, office supply monitoring, filing, reception and telephone duties

Reports to:
CEO

Works closely with:
Director of Operations
Director of Education
Education and Membership Manager
Member and Event Logistics Coordinator
Registrar

Major Responsibilities

- Answer telephones and direct calls to appropriate office personnel if unable to answer caller's question.

- Greet those who come to office. Answer their questions, help them get forms, etc., or direct them to appropriate person to help them.

- Set up new member ID numbers in Civi CRM database and track event numbers in Google docs. Scan and file member documents to their online member folders.

- Make ID cards for new and renewing members.

- Sales of manuals and/or pins for members who order them through the office.

- Sends and receives test results to event candidates

- Open and distribute mail.

- General office duties, organization and support

- Assist team members as needed and directed.

The duties are not inclusive to the above description and may vary based on the needs of the organization

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