



THE VOICE OF OHIO'S HIGH-TECH CHEMISTRY COMMUNITY...
MAKING A BETTER WORLD FOR ALL OHIOANS.

Position Description – Administrative Assistant Full-Time Position

The Administrative Assistant will provide administrative and staff support to the general organization operations. Working under the direct supervision of the President this position provides all necessary organizational support and is responsible for a variety of other tasks.

Financial Management Support Duties

Maintain and administer financial records through management software program. Handle basic bookkeeping responsibilities. Track income, make bank deposits and manage accounts payable. Prepare payroll and generate checks for vendor supplies. Update financial records and prepare reports for executive review. Generate invoices for dues, meetings, and other activities. Complete monthly bank reconciliation under the supervision of the President.

Membership Maintenance

Maintain and update membership records as needed.

Meeting Planning/Coordination

Assists in the planning and execution of all OCTC programs and meetings including the Annual Conference and Legislative Reception, TIE Conference, Board Meetings, Committee Meetings and any other OCTC or member meeting. Coordinate meeting arrangements, oversee meeting site preparation and assist in developing agendas.

Office Administration Duties

Perform administrative and office support activities. Duties may include answering and directing calls, receiving and directing visitors, maintaining office files, opening and sorting mail, making copies, assisting in preparation of materials for the board of directors, preparing packets for meetings, word processing, creating spreadsheets and presentations, managing calendars, making travel, meeting and event arrangements, typing correspondence, reports and other documents.

Maintain list of all vendors and other contacts for office. Coordinate with building management, vendors and suppliers. Ensure office equipment is in good operating order and office supplies are maintained.

Support the President as needed with other projects.

Skills/Qualifications

Excellent organizational skills, strong attention to details, multi-tasking and working under pressure. Must have experience in the use of software programs such as Word, PowerPoint, Excel and QuickBooks.

To apply, please submit a cover letter, resume and salary requirements to Jenn Klein, President, at jklein@ohiochemistry.org or 88 E. Broad St., Suite 1490, Columbus, Ohio 43215.

Salary commensurate with experience.

88 East Broad Street, Suite 1490, Columbus, Ohio 43215
(614) 224-1730
www.ohiochemistry.org