



## **Part-Time Administrative Assistant**

### **Ohio Chemistry Technology Council**

#### **Position Overview**

We are seeking a detail-oriented and organized Administrative Assistant to support our trade association on a part-time basis. The ideal candidate will possess excellent organizational skills, strong communication abilities, and the capability to handle multiple tasks while maintaining high standards of accuracy and professionalism.

#### **About OCTC**

The Ohio Chemistry Technology Council (OCTC) is a non-profit organization representing Ohio's chemical manufacturing industry. OCTC exists to represent the chemistry industry in the public policy arena in Ohio, to advance understanding of the contributions of chemistry to our modern lifestyle, and to promote the highest standards of environmental, health, safety and security performance. OCTC also operates an education foundation that promotes STEM education in Ohio's schools.

#### **Key Responsibilities**

- Provide administrative support to association leadership and staff
- Manage correspondence and scheduling tasks, including emails and written communications
- Maintain member databases and records
- Assist with meeting and event coordination
- Process and organize documents and files
- Handle basic bookkeeping tasks

#### **Required Qualifications**

- High school diploma
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
- Strong organizational and time management skills
- Excellent written and verbal communication abilities
- Detail-oriented with strong accuracy in work product
- Professional demeanor and customer service orientation
- Ability to lift up to 25 pounds occasionally
- Must have reliable transportation for local travel to support events and office needs

#### **Preferred Qualifications**

- Associate's degree or higher
- Prior experience in administrative support
- Previous experience in association management or nonprofit sector
- Experience with database management and/or CRMs
- Bookkeeping experience

**Position Details**

- \$18-24/hour, commensurate with experience
- Part-time position (Avg. 20 hours per week)
- Free on-site parking
- Offices located in downtown Columbus
- Some evening/weekend work required
- Flexible scheduling available
- Hybrid work environment possible following onboarding period

**How to Apply**

Please submit resume and cover letter to [info@ohiochemistry.org](mailto:info@ohiochemistry.org) by no later than February 5, 2025 for consideration.