

Maryland Retired School Personnel Association Administrative Assistant Job Description

Our association is seeking an Administrative Assistant who is efficient and comfortable being a member of a team. The ability to multi-task effectively while ensuring attention to detail and confidentiality is essential. The ideal candidate is ambitious, articulate, confident, resourceful, not afraid to ask questions, a good problem solver, organized, and enthusiastic about the little things. Assuring steady successful completion of workload and professional customer service in a timely manner is paramount.

Responsibilities Include:

- Prioritize, organize and manage projects for completion by deadlines
- Maintain and manage membership database in Microsoft Access
- Prepare billing notices/invoices for membership
- Process membership renewals, including handling checks, Pay Pal/Stripe
- Collaborate with State agencies to support membership dues deduction and recruitment
- Produce accurate and timely membership reports for state and local leaders
- Prepare and distribute potential and new member packets
- Generate memos, emails, reports, lists, labels, letters
- Update website using WIX; resize and optimize images, banners, text
- Prepare flyers for distribution and posting to website
- Maintain hard copy and electronic filing system
- Answer and direct calls, greet and receive visitors, sort and open mail
- Arrange conference calls, keep hard copy and electronic calendar for office
- Prepare snacks and materials for meetings, arrange and clean up meeting room
- Prepare power point presentations for meetings as requested
- Operate office equipment; computer, fax, copier, postage machine, scanner, printers
- Follow and update Standard Operating Procedures and processes

Qualifications and Requirements:

- Excellence in Microsoft Office suite, especially Access, Word, Power Point, Publisher, Excel, Outlook and Zoom. **Access and Adobe** experience is crucial
- Three years' experience using Access, WIX, and Constant Contact is preferred
- Associate Degree in an administrative field preferred; Bachelor's Degree a plus
- Experience in Photoshop, Adobe InDesign or other graphic design program
- Exceptional time management and interpersonal skills
- Self-directed while maintaining contact with supervisor and other staff
- Strict confidentiality of member information and data is required
- Must successfully work within time constraints to complete projects and tasks
- Excellent oral and written communication skills