



WE ARE HIRING



Join our TEAM
as the

Administrative Assistant

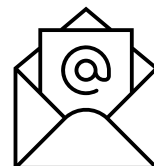
REQUIREMENTS:

- Processing membership renewals and membership data transfer forms.
- Microsoft 365, and Quick Book accounting software experience. Word, Excel, and Power Point, etc.
- Bookkeeping; prepares all deposits for review and is responsible for all incoming payments from PayPal; maintains a record of all money that comes in for conference registrations, raffle ticket sales, and on-line memberships.
- Filing, mailing, general administrative duties.
- Answers the telephone in a professional and courteous manner, answers all mail and email correspondence in response to the daily operations of the Department Headquarters office
- Creates and provides materials for all conferences, conventions, and meetings.
- Assists the Adjutant in any areas requested and other duties as assigned.

More information & complete job description @ www.okamlegion.org



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The American Legion Department of Oklahoma

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Administrative Assistant Job Description

Reports To: Department Adjutant

SUMMARY OVERVIEW

This position is described as the Administrative Assistant to the Department Adjutant, the Assistant handles and coordinates all office tasks, such as filing, generating reports and presentations, setting up meetings, and reordering supplies for the Department Headquarters Office. Provides real-time scheduling support by booking appointments and preventing schedule conflicts. Making travel arrangements, such as booking flights, cars, and making hotel and restaurant reservations. Administrative assistants provide support to managers, other employees, and office visitors by handling a variety of tasks to ensure that all interactions between the organization and others are positive and productive.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Answers the telephone in a professional and courteous manner, answers all mail and email correspondence in response to the daily operations of the Department Headquarters office. Processing all membership renewals and membership data transfer forms (incoming and outgoing from all departments) and marking members that are deceased.
2. The Administrative Assistant is responsible for recording all deposits in Quick Book, prepares all deposits for review and is responsible for all incoming payments from PayPal.
3. The Administrative Assistant is responsible for all filing of documents for the Department's meetings, conferences, and all mailings.
4. The Administrative Assistant is responsible for keeping the main office stocked with all the supplies needed for the day-to-day operation of the Department.



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5. The Administrative Assistant prepares all printed materials for all conferences, conventions, and meetings. Will maintain a record of all money that comes in for conference registrations, raffle ticket sales, and online memberships. Assists the Adjutant in any areas requested and other duties as assigned.

QUALIFICATIONS

1. Must be able to perform the operation of all office equipment, mail machine, computers, and copier in a proficient manner. The use of Microsoft 365, Word, Excel, and Power Point to create spread sheets, word documents and presentations for meetings and conferences.
2. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and /or EXPERIENCE

Bachelor's degree (B.A.) from a 4-year college or university; or at least 3 years practical real world work experience, must be proficient in the use of all office equipment and the use of Microsoft 365, Word, Excel, and Power Point to create spread sheets, word documents and presentations for meetings and conferences.

LANGUAGE SKILLS

The ability to read, and analyze reports, business correspondence, and procedure manuals. Ability to effectively present information and respond from groups of members and the public.

REASONING ABILITY

Must demonstrate the ability to solve practical problems and deal with a wide variety of concrete variable in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.



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CERTIFICATES, LICENSES, REGISTRATIONS

Must maintain a valid Driver's License

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT and ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. There is no, or very limited, exposure to physical risk.

SALARY

Salary is commensurate with education, experience, and performance.