



Job Announcement: Administrative Assistant

Applicants must respond by March 31, 2018

This full-time position requires excellent verbal and written communication skills, initiative, great attention to detail, and exceptional organizational skills.

Job Summary:

The major functions of the position are that of Administrative Assistant to the President & CEO. In addition, this position supports the Development Department and offers assistance, when available, to the leadership team.

Qualifications:

- Associate's degree required, Bachelors preferred
- 2 to 3 years of administrative experience; executive support experience is preferred
- Knowledge of office administrative procedures, practices, and filing methods
- Advanced ability to utilize Windows-based programs and Microsoft Office
- Knowledge of Blackbaud Raiser's Edge, a plus
- Ability to communicate, verbally and in writing, with individuals at all levels in the organization and with external contacts in an articulate, professional manner while maintaining necessary degree of confidentiality
- Ability to work independently, resolve complex administrative problems, prioritize projects, meet deadlines, and multi-task while maintaining quality standards
- Ability to type accurately and proficiently at a high rate of speed

The information in this posting is a summary designed to indicate the general nature and level of work performed by employees in this position. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position. For a full job description, please see the Payroll & Billing Specialist.

Send resume and salary requirements
Attn: Julia Felts
Columbus Speech & Hearing Center
510 E. North Broadway, Columbus OH 43214
Email jfelts@columbusspeech.org

Columbus Speech & Hearing Center is an equal opportunity employer, committed to diversity and an inclusive environment for people of all backgrounds. Everyone is encouraged to apply.

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