

Job Description for Executive Assistant to the Executive Officer of the Athens Area HBA.

This position will be monitoring the office while the Executive Officer is out of office on maternity leave. With the potential to become a long-term part time position.

Start Date: as soon as possible.

End Time: during the month of May.

Provides administrative support to the association, including: answering and routing all incoming phone calls; acting as a receptionist for visitors; maintaining committee and membership databases; and performing all administrative/clerical duties as directed by the Executive Officer.

Duties, Responsibilities and Authorities:

- Will staff the office for 10-20 hours a week.
 - Serves as the primary staff person in answering incoming calls promptly and courteously, providing assistance to callers, forwarding calls to proper individuals/organizations and taking complete and accurate messages as necessary
 - Greets visitors in a pleasant, business-like manner and assists with questions or problems or directs them to the appropriate staff
 - Answers requests from the public for information or directs them to the appropriate agency that may be able to answer their questions
- Manages and maintains all aspects of association membership records and membership database, including, but not limited to, processing membership applications, membership dues billing, and internal and external membership reports
- Maintain the office space- making sure public areas are clean and presentable. Tracking the office equipment and supplies.
- Assists with operation of association's major events, such as Membership Meetings, Golf Tournaments and Committee Meetings.
 - Communicate with any attendees, sponsors or others involved with the events.
 - Help ensure that the event runs smoothly
- Prepares material as directed by staff for the meeting packets for the Board of Directors and other committees
 - Work with the accountant to finalize all financial statements for the Board of Directors Meeting.

- Update all documents for the Board of Directors meeting.
- Sorts incoming mail and ensures outgoing mail is either picked up or delivered to the post office
 - Process any checks according to the How-to Guides
 - Handles any correspondence that needs to be responded to.
- Performs other duties as apparent or directed by the Executive Officer of the Association or the Executive Committee

If you are interested, please submit your resume to eo@aahba.com.