

Role: Secretary
NAAHP, Inc.
2003 Round Barn Road, Suite A
Champaign, IL 61821

JOB SUMMARY

NAAHP is an association dedicated to providing tools and resources for collegiate health professions advisors across the US and abroad. The association is seeking a professional, detailed oriented individual to fulfill the role of the Secretary.

OVERVIEW OF ROLE AND RESPONSIBILITIES

The Secretary reports directly to the Membership Coordinator or in his/her absence the Executive Director. The Secretary:

Performs administrative duties such as postal management, screening and directing incoming calls

Provides assistance with NAAHP website navigation and online resources and managing office supplies.

Fulfills and manages online orders and maintains the inventory of all in-house publications.

Assist with database management, and record keeping.

Assists with preparations for regional and national meetings.

Performs any additional duties in support of the national office staff and the association

Successful candidates will have previous office and customer service experience, attention to detail, the ability to function independently and knowledge of current computer software.

MINIMUM QUALIFICATIONS

Five years of related administrative experience

Three years of customer service experience

Must be proficient with technological environment, specifically Microsoft Office programs (Word, PowerPoint, Excel, Outlook, etc.) and database management

Ability to adapt to a changing environment and handle multiple priorities

Excellent communication, writing and analytical skills

Must be a self-starter with time management skills

PREFERRED QUALIFICATIONS

(not required)

Relevant Associates degree or equivalent combination of education and experience