



ADMINISTRATIVE ASSISTANT - RECEPTIONIST

POSITION DESCRIPTION

The Southern Oklahoma Development Association has a job opening for an Administrative Assistant-Receptionist. The Receptionist performs communication and administrative tasks to support the SODA management team in performing their responsibilities effectively and efficiently. This is a part-time position (approximately 24-32 hours per week during regular SODA office hours Monday – Friday, 8:00 am – 5:00 pm). This position would begin on or before October 12, 2020

DUTIES AND RESPONSIBILITIES

- Performs communication and administrative tasks to support to the SODA management Team (Executive Director, Finance Director, CED Director, AAA Director, Rural Fire Defense Director) in managing their respective programs effectively and efficiently
- Serves as the first contact to answer phone calls and greet guests.
- Records information for client intakes
- Assists with special projects and other general office tasks as needed or assigned.

QUALIFICATIONS AND PREFERENCES

- One or more years of professional experience working as an administrative assistant
- Proficient in Microsoft Office Suite (Outlook, Word, Excel and PowerPoint)
- Ability to self-start, work independently and achieve high standards to meet multiple deadlines
- Excellent communicator, including writing, speaking, editing, proofreading and computer skills with great attention to detail
- Work effectively with staff in a team-oriented environment with a positive, can-do attitude
- Exhibit a high degree of professionalism, business judgment, tact and diplomacy
- High School diploma required and some college or relevant experience is a plus

To apply, please mail a cover letter outlining qualifications and a resume to Brenda McCarty, SODA Human Resources Director, P.O. Box 709, Durant, OK 74702-0709 or email to bmccarty@soda-ok.org.

SODA IS AN EQUAL OPPORTUNITY EMPLOYER