POSITION OPENING – RECEPTIONIST/ADMINISTRATIVE ASSISTANT

JOB DESCRIPTION: Will work under the direction of the Executive Director and with Certified Staff members.

The OSSAA is a service-based organization, serving 484 member schools. A Receptionist/Administrative Assistant at the OSSAA must be adaptable to the fast pace of the business associated with serving schools.

This position requires the ability to manage a multiple line phone system and a busy reception area.

This Receptionist/Administrative Assistant’s Position will require the employee to work with multiple Staff Assistant Directors in multiple activities. Must be able to multi-task daily and be Proficient in WORD. This position will also include preparation of general correspondence.

GENERAL QUALIFICATIONS:
1. Personable
2. Good organization skills
3. Effective communications skills both oral and written
4. Effective public presentation
5. Computer skills with proficiency in Microsoft WORD and EXCEL
6. Adept at learning a custom software package
7. Flexible to changing needs of the organization
8. Good health, wholesome personality, and integrity
9. Exceptional phone skills

TIMELINE FOR EMPLOYMENT:
DEADLINE FOR APPLICATION: June 21, 2019
INTERVIEWS CONDUCTED: June 24, 25, 26, 2019
EMPLOYMENT DATE: July 15, 2019

SALARY: Commensurate with experience, qualifications and degree. Benefit package additional to salary.

Send detailed resume to:
David Jackson, OSSAA Executive Director
P.O. Box 14590
Oklahoma City, OK 73113

The OSSAA serves as an EOE.
RECEPTIONIST/ADMINISTRATIVE ASSISTANT APPLICATION

The Receptionist/Administrative Assistant will require the employee to work with multiple Staff Assistant Directors in multiple activities. Must be able to multi-task daily, have strong phone skills, and be proficient in WORD. This position will also include preparation of general correspondence.

NAME: ___________________________________________________________________________

ADDRESS: _________________________________________________________________________

CITY, STATE, ZIP: __________________________________________________________________

PHONE: ________________________ EMAIL: __________________________________________

HIGHEST DEGREE EARNED (check one):

HIGH SCHOOL DIPLOMA: ____ ASSOCIATE’S: ____ BACHLOR’S: ____ MASTER’S: ____

NAME OF MOST RECENT EMPLOYER: _______________________________________________

DATES OF EMPLOYMENT: _________________________________________________________

LIST YOUR PAST WORK EXPERIENCE: ______________________________________________

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By submitting this application, I hereby certify that the information contained in this employment application is true and complete to the best of my knowledge. I understand that material omissions or falsification of this application in any detail may result in my disqualification from consideration for employment.

PLEASE SUBMIT APPLICATION, RESUME AND COVER LETTER TO:
DAVID JACKSON, EXECUTIVE DIRECTOR
djackson@ossaa.com
OR BY MAIL TO: DAVID JACKSON, EXECUTIVE DIRECTOR, P.O. BOX 14590, OKLAHOMA CITY, OK 73113