

OFFICE ASSISTANT

POSITION TITLE:	Office Assistant
Accountable to:	Assistant Director
Type of position:	Permanent Part-time (Potential for full-time. Opportunity for advancement as well.)
Summary of duties:	Provide assistance as requested to the Executive Director, Assistant Director, Membership Services Manager, Professional Services Manager, and Bookkeeper. Assist with A/R. Perform routine filing, data entry, and related. Interact with AIPG clients. Answer phone as necessary. Place orders and ship as necessary. Open and distribute mail daily. Inventory supplies monthly. Deposit mail each work day. Special projects as assigned. Other duties as assigned.
Reporting relationship:	The office assistant reports to Assistant Director and is ultimately responsible to the Executive Director.
Personnel policies:	Refer to AIPG personnel policies.
Qualifications:	High school diploma or associate degree. Professional telephone etiquette and communications skills are essential. Computer literacy and working experience with spreadsheets, Word, and internet access are essential. Experience with advanced applications highly desirable. Ability to complete tasks in the time allotted. Ability to work cooperatively. Must be able to complete duties with minimal supervision, in an expeditious manner, and with initiative.
Working conditions:	The normal office environment is non-smoking. As a part-time position, the schedule will be 20 hrs./wk.. AIPG business hours are 7:30 am to 4:30 pm, Monday through Friday. Dress code.
Other responsibilities:	As described in AIPG PERSONNEL POLICIES.

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