

ODHA Administrative Assistant Application

Looking to subcontract an individual with a professional attitude and great time management skills including the ability to multitask. The goal is to contribute to the efficiency of the Ohio Dental Hygienists' Association by ensuring all assigned administrative duties are carried out timely and efficiently.

Responsibilities

- Receive and respond to calls and emails in a timely manner
- Manage ODHA Central Office supplies and communications
- Handle and Prioritize board assigned tasks (a list can be provided upon request)
- Prepare reports within deadline
- Monitor and keep current all ODHA contracts related to the position and central office
- Maintain an updated log of duties, hours spent, and communication

Skills/Requirements

- Proficient with MS Office Software (i.e. Word, Excel, PowerPoint).
- Outstanding communication and negotiation skills.
- Familiarity with basic research methods and reporting techniques.
- Integrity and confidentiality.
- Ability to independently create documents, forms, or pamphlets.
- Must be a member of ADHA/ODHA

Please submit your application here:

<https://form.jotform.com/220057893927162>