

Tri-County Intergroup Association NOW HIRING: OFFICE ADMINISTRATOR

This position is open to all AA Members!!!

Please spread the word, announce at meetings, and post on bulletin boards!

HOURS: TUES., THUR., FRI. & SAT. 10:00 AM - 2:00 PM; WED. 4:00 PM - 8:00 PM

PAY RANGE: \$12.00 – \$14.00

**BENEFITS: 7 PAID HOLIDAYS PER/YR, 1 WK VACATION PER/YR
(ACCRUED W/DAYS WORKED)**

OFFICE ADMINISTRATOR QUALIFICATIONS:

In order to be hired as an Office Administrator, you must possess each of the following qualifications:

- Demonstrated advanced knowledge of standard office policies and procedures. Prior office experience is required.
- Advanced Microsoft computing skills; Excel, PowerPoint, Word, and Outlook.
- Advanced knowledge of QuickBooks
- Ability to perform bookkeeping and general accounting tasks; Accounts Receivable, Payable, Sales Tax, Federal and State Withholding, Management of retail sales receipts, Maintain checking account.

OFFICE ADMINISTRATOR SKILLS:

In addition to the credentials and requirements mentioned above, interviewer candidates should demonstrate the following desired skills:

- Dedication to Alcoholics Anonymous, its Traditions and General Service work
- Ability to maintain strict anonymity and to exercise discretion and independent judgment
- Strong problem-solving, organization, interpersonal and written/verbal communication skills
- Ability to proactively manage multiple responsibilities and to maintain a heavy workload
- Attention to detail is a must
- Should be flexible, adaptable and able to manage changing priorities

OFFICE ADMINISTRATOR RESPONSIBILITIES:

Responsibilities will include the following:

- Manage a small business office
- Answer the office telephone professionally and respond to calls appropriately.
- Maintain an inventory of books, pamphlets and other items for sale
- Coordinate publication of the AA Meeting Schedule
- Submit monthly office activity report to the Steering Committee and attend monthly meetings
- Perform administrative support as requested by the Steering Committee

TO APPLY:

Visit www.raleighaa.com to apply for the position.