**ADMINISTRATIVE ASSISTANT – Part Time**

We seek a highly skilled and versatile Administrative Assistant to join our dynamic North Dakota Firefighter’s Association team. As an Administrative Assistant, you will play a vital role in ensuring our office's smooth and efficient operation. The ideal candidate should possess exceptional multitasking abilities, social media experience, excellent time management skills, high-level communication capabilities, tech-savviness, and strong problem-solving skills.

**Responsibilities**

Administrative Assistant's duties include supporting our Office Manager and employees, assisting with daily office needs, and supporting our company’s general administrative activities.

Administrative Assistant responsibilities include answering phones, greeting customers, entering data, cleaning and organizing office areas, and maintaining appropriate filing systems.

**Primary Duties:**

* Assists Office Manager as necessary.
* Perform administrative tasks, including managing calendars, scheduling classes/evaluations, coordinating meetings, and handling correspondence.
* Maintain and update company databases, records, and filing systems using online tools and software.
* Assist in the preparation of reports, presentations, and other documents.
* Manage and maintain social media platforms, including content creation, scheduling posts, and engaging with followers.
* Provide support to management and team members as required, ensuring timely completion of tasks and projects.
* Utilize tech-savvy skills to navigate and leverage various online software applications and tools to enhance productivity and efficiency.
* Demonstrate exceptional communication skills in both written and verbal forms, maintaining a high level of professionalism.
* Identify and resolve administrative problems promptly and efficiently, utilizing strong problem-solving skills.
* Perform general office duties, such as managing email correspondence, organizing files, and assisting with remote meeting logistics.

**Other Duties:**

* Other duties as directed by the Training Director and the NDFA Executive Board.

**Qualifications:**

* The ideal candidate should have excellent oral and written communication skills and be able to organize their work using tools like MS Office, Adobe, other software, and office equipment.
* Top candidates for this position should have excellent people skills and the ability to work as part of a team.
* Strong organizational, communication, time management, and multi-tasking skills are necessary.
* The ability to be a self-starter.
* Proven experience as an Administrative Assistant or in a similar role.
* Excellent multitasking skills and ability to prioritize tasks effectively.
* Strong experience managing social media platforms, including content creation and engagement.
* Excellent written and verbal communication skills.
* Tech-savviness and proficiency in online collaboration tools and software.
* Strong problem-solving skills with the ability to think creatively and find practical solutions.
* Ability to work independently and adapt to a remote work environment.
* High level of professionalism and ability to maintain confidentiality.

**Benefits**

* Classification – Non-Exempt
* Pay - $22.00 - $28.00 per hour based on experience.
* 20-24 hours per week.
* Flexible work hours.
* No weekends