

WVBOLD - Administrative Secretary

Reports To

The Administrative Secretary will report to the Chair and other WVBOLD board positions

Job Overview

Timely and accurate performance of administrative duties for the WVBOLD

Responsibilities and Duties

- Answers the phone and / or email for the Board, referring/routing calls/emails and taking messages as appropriate.
- Manages the board's mail.
- Submits invoices in a timely and accurate manner to the Treasurer for processing.
- Assists the Treasurer in preparing financial reports.
- Assists in Oasis, the licensee data base and website.
- Ensures licensee's applications are complete.
- Process applications in the database.
- Process payment of fees in Oasis
- Completes license verification request.
- Assists in developing presentations for meetings.
- Completes reports for board as assigned.
- Other duties as assigned by the Board.

Qualifications

Level of Experience

2 Years preferred

Typing/Word Processing skills required for this position

45 WPM preferred

Computer Skills required for this position

Basic PC Skills

Word processing, Excel, database management

Other Required Areas of Knowledge, Skills and Abilities

Applies knowledge to new situations

Bookkeeping

Customer Service

Employee Relations

Handle Multiple Assignments

Judgment

Keyboarding

Math Simple

Organization

Problem Solving

Teamwork

Verbal Communication

Work Independently

Written Communication