



Administrative Assistant Position

Job Responsibilities:

- Provide administrative support, ensuring efficient daily operations
- Resource for all member inquiries, both in office and online etc.
- Comfortable working alone when Director is away
- Responsible for answering phones, scheduling meetings, etc.
- Completes operations activities, clerical, and other duties as assigned
- Makes travel arrangements for Executive Director and Board members
- Supports Executive Director and Board of Directors as required
- Attend BOMA board and committee meetings, takes meeting minutes, etc.
- Maintains office supply materials, etc.
- Other duties as assigned

Administrative Skills: Microsoft Office, QuickBooks, ZOOM Meetings, etc.

Education: Three years of administrative experience. Driver's license required

Send resume to the BOMA Oregon office:

200 SW Market Street, Suite 1710. Portland, OR 97201

susan@bomaoregon.org. No phone calls, please