



Administrative Assistant

Miami Valley Regional Planning Commission (MVRPC) is accepting resumes for the Administrative Assistant position. The Administrative Assistant facilitates efficient operations of the MVRPC office by providing administrative support to the directors and employees of MVRPC.

ESSENTIAL FUNCTIONS:

- Assists the Assistant to the Executive Director in all assigned administrative duties.
- Provides general clerical and administrative support for all agency departments.
- Maintains and secures computer and manual filing systems.
- Has lead responsibility for maintaining the agency's contact database.
- Update and maintain calendars of meetings and events; Prepare for and support various internal, external, and online meetings.
- Records, transcribes, and types memos and/or minutes relevant to meetings and committees.
- Assists in the formatting, preparation, and proofreading of documents, reports, letters and other related documents to be used internally and externally.
- Manages the front desk and lobby; answers and directs phone calls, greets and assists visitors.

Miami Valley Regional Planning Commission is looking for a candidate who possesses: 1) a positive and cooperative attitude; 2) knowledge of administrative duties; 3) effective task prioritization, organizational skills, and the ability to meet deadlines; 4) excellent verbal and written communication skills; 5) strong attention to detail, accuracy, and problem-solving skills; 6) knowledge of Microsoft Word, Excel, PowerPoint, Outlook, contact management, databases, and financial management software.

Minimum qualifications for the Administrative Assistant position include four to seven years of experience in an administrative role and a High school diploma. A college degree in a related field is preferred. Experience with a government entity or non-profit organization preferred.

The salary range for this position is \$35,360- \$55,337 and will be determined based on qualifications. Interested candidates should submit a cover letter and resume via e-mail to personnel@mvrpc.org or via regular mail to Human Resources, Miami Valley Regional Planning Commission, 10 North Ludlow, Suite 700, Dayton, OH 45402.

To learn more about Miami Valley Regional Planning Commission, please visit our website www.mvrpc.org.

Application deadline: **September 1, 2023.**

An Equal Opportunity Employer