



JOB DESCRIPTION: OFFICE ADMINISTRATIVE INTERNSHIP

Skill Requirement:

- 1) Typing proficiency – minimum of 45 words per minute
- 2) Clerical filing skills, neat & legible
- 3) Good phone skills, answering & message taking
- 4) Computer skills – Including but not limited to
 - Microsoft 2010 Pro Applications
 - Microsoft Office Pro- complete understanding
 - Excel
 - Adobe Creative Suite, Illustrator & Design Pro
 - Social Media Formats & web site management
 - Adobe Photo Deluxe
 - Familiarity with sending & receiving email
- 5) Ability to transcribe meeting minutes from notes & audio recording
- 6) Drafting routine correspondence, letters in professional business manner, multiple mailings, membership billings, etc.
- 7) Must be able to handle several projects in ongoing environment
- 8) High degree of customer service skills required

Personnel Qualities:

- 1) Friendly, outgoing, energetic, punctual, organized & responsible
- 2) Must work well independently or under minimal supervision
- 3) Must be highly ethical, dependable and honest
- 4) Willingness to learn, contribute and believe in team environment
- 5) Clean, neat, yet relaxed in business environment
- 6) Flexible regarding schedule in order to meet seasonal demands of the office
- 7) Able to communicate effectively to others, without being overly dramatic
- 8) Willingness to challenge and to improve our programs for members
- 9) Ability to work with demanding group of board members & demanding CEO

The WBA Will Provide:

- 30+ hours per week, flexible daytime hours (Wednesdays required) 8am-2pm
- Safe, friendly, clean office, good amenities
- Free parking during working hours
- Travel & meeting expenses paid if required offsite
- Admission pass to Wisconsin State Fair
- On the job training
- Starting salary: \$10.00-\$12.00 per hour based on experience. Pay day is 2 times per month (15th and last day of month)
- Dress Code - Business casual environment (no t-shirts or flip flops)