

GSRA Needs Applicants for:

ADMINISTRATIVE ASSISTANT

GSRA announces a position opening for an Administrative Assistant for part-time work to support the GSRA President and GSRA Board. All persons interested in applying should send a resume to: GSRA, Inc., PO 108, Bethlehem, GA 30620. Alternatively, the resume may be sent by email to: membership@mygsra.com.

The position is exciting and ideal for an individual who likes to work 20-30 hours per week from the person's home but can travel to various locations throughout the State of Georgia, takes responsibility for "getting the job done", enjoys working with many different personalities, enjoys working proficiently with Microsoft Word and Excel, enjoys performing customer service functions for the Association, and can work proficiently with the GSRA membership recordkeeping database.

A sample of the specific tasks are: (1) Support the President and Board in the management of GSRA activities, (2) Answer all calls to the GSRA phone and assist the individual, (3) Identify location, and schedule and manage "Go-To-Meeting" software for monthly Board meetings, (4) notify all Board and Policy Operations members of meetings and other items of interest, (5) prepare invoices for and mail membership renewal notices, (6) prepare electronic file and send to the Employees Retirement System for pension deductions for GSRA dues, (7) update GSRA membership database as appropriate, (8) prepare several types of labels and mailings (8) assure that all printing, mailing and delivery are completed in an efficient manner.

Requirements: At least five (5) years experience working as an assistant to more than one middle managers. The experience must have included working with Microsoft Word and Excel.

Desirable: Knowledge of GSRA's mission, goals, and objectives, and how the association operates. GSRA membership desirable but not required.

Salary: Negotiable and based on background and experience.

Deadline for Submission of Applications: July 31, 2019