

## **Administrative Support Specialist**

### **Virginia Association of First Responders Oilville, Virginia**

The Virginia Association of First Responders is seeking a dependable, organized, and proactive Administrative Support Specialist to support daily operations in our state office located in Oilville, Virginia. This role provides essential administrative assistance to our Executive Director, office staff, and members, ensuring smooth and efficient operations both day-to-day and long-term.

#### **Responsibilities**

- Financial Support: Utilize QuickBooks to manage invoice, expense tracking, and basic bookkeeping
- Communication: Answer and direct incoming phone calls professionally; respond to calls/emails, and inquiries promptly; distribute emails, memos, correspondence, and forms
- Assist in coordinating VAFR events, including logistics, communication with event committees, and on-site support of the event as directed by the Executive Director
- Scheduling and Coordination: Organize and schedule appointments, plan meetings, record detailed minutes, assist with preparation of reports; travel arrangements by coordinating and book travel arrangements for staff, VAFR officers and committee members as directed by the Executive Director
- Office Management: Maintain filing system, order office supplies and ensure office is well-stocked and efficient. Greet, direct and assist individuals who visit the office.

#### **Qualifications**

- Proven experience in administrative support and office duties
- Dependable, punctual, and professional
- Working knowledge of standard office equipment (printers, fax machines, etc.)
- Proficiency in MS Office; QuickBooks experience strongly preferred
- Strong organizational and time-management skills.
- Excellent verbal and written communication abilities
- Strong attention to detail and problemsolving abilities
- Ability to handle confidential information
- Highly organized with the ability to multitask
- High school diploma or equivalent; college credits preferred

#### **Requirements**

- Ability to lift and carry up to 25 pounds
- Ability to sit and stand for extended periods during office tasks and events
- Ability to move around the office as needed to assist visitors, manage supplies and equipment and support office staff activities
- Valid driver's license with a clean driving record
- Required to pass a background check and drug screening

#### **Benefits**

- Hiring range: \$40,000–\$47,000
- Health insurance, including dental and vision
- Paid time off includes vacation, sick leave and personal days