

ALPHA OMICRON PI

Inspire Ambition

Administrative Assistant

About Alpha Omicron Pi

Alpha Omicron Pi (AOII) has been a pillar in the Greek Life community since 1897 when four particularly amazing women made a pledge to each other to maintain a friendship for a lifetime. Once their initial pledge to each other was declared, the four initiated their first new member into the [Alpha](#) Chapter of AOII.

Founded in 1897 at Barnard College, we have grown from one chapter to over 100 on an international scale, with expansion always on the horizon. While consistently upholding the object of the Fraternity we operate Alpha Omicron Pi, Inc. simultaneously with our Culture Principles:

- Accountability & Ownership
- Collaboration
- Engagement
- Innovation
- Open & Honest Communication

Why an Administrative Assistant with AOII

As the Administrative Assistant with AOII, you will be a vital member of the International Headquarters team. This is done through providing a customer-centric focus to Executive Director, internal partners, customers, vendors and members-at-large. The primary focus for the Administrative Assistant is to provide accurate data entry into various databases ensuring membership records and statuses are current.

Administrative Assistant must be able to:

- Demonstrate active listening and problem-solving skills
- Strong interpersonal skills, including the ability to easily engage others in positive dialogue one-on-one or in a group setting, and at many different levels
- Demonstrate a high-level of emotional intelligence
- Proven ability to think and act independently and the ability to work individually or as a member of a team
- Skilled at prioritizing duties, working under time constraints, handling multiple tasks, and working independently while remaining flexible to changing priorities and assignments
- Demonstrate a customer-centric focus, by providing efficient and courteous services to all AOII stakeholders as well as internal partners
- Skilled at administrative and customer service concepts, practices, and procedures
- Proven ability to accurately input data and generate reports
- Skilled at creating agendas and producing accurate meeting minutes in a timely manner
- Strong communication skills

Requirements

- Ability to effectively read, write, and speak the English language
- Physical mobility and dexterity to transport file and operate general office equipment (telephone, fax, copier, computer, etc.)
- Experience in the Microsoft Office Suite (Word, Excel, PowerPoint and Outlook)
- *Bachelor's degree preferred*
- *An initiated member of Alpha Omicron Pi Fraternity preferred*

Working Conditions

- Office setting based in Brentwood, TN
- Must be willing and able to travel and have a valid passport
- Must be willing to work evening and weekend functions as necessary

Equal Opportunity Employer of minorities, females, protected veterans, and individuals with disabilities. Reasonable accommodations are available.