**Position Description**: The CHA Administrative Assistant is a full time nonexempt position that is responsible for helping maintain the CHA Office, order fulfillment, member service and generating new and returning individual, program/business memberships, and recertifications

**Position Responsibilities**:

* Provide outstanding customer service to all CHA members
* Answer and direct phone call and email inquiries as needed
* Maintain office order and cleanliness
* Data-entry, word processing, filing
* Assistance with dues collection, memberships and member contact
* Maintain office supply inventory and office equipment
* Responsible for helping with timely processing of all orders, shipments and mailings
* Insure professional appearance of all shipped material
* Attracting new and returning individual, program/business memberships and recertifications for CHA
* Any other task as assigned by the Membership Services Director

**Job Qualifications:**

1. Strong written and verbal communication skills
2. Skills and experience in sales, cold calling, clerical work, data entry, filing, shipping, inventory and customer service.
3. Must be customer service oriented in attitude and appearance.
4. Demonstrates excellent computer skills including proficiency with Microsoft Office Suite and Internet and email proficiency
5. Possesses exceptional organizational skills and is able to work without direct supervision
6. Customer oriented in appearance and attitude; willing to provide outstanding service
7. Positive outlook with a can-do attitude

Send Resume to [office@CHAinstructors.com](mailto:office@CHAinstructors.com)