



DAYTON BAR ASSOCIATION
The association for legal professionals since 1883
www.daybar.org

Administrative Assistant

Deadline to apply Friday, November 3rd, 2017

Send resume to: searchcommittee@daybar.org

Front Desk Duties

- Answer Multi-line telephone system
- Meet and Greet all guests
- Monitor copy machines
- Monitor Fax machine
- Monitor Postage and Postage Meter
- Monitor Time Clock
- Open, date, sort incoming mail
- Assist Notary as needed
- Process all credit card payments – in batches. Possibly Tues/Thurs. (?)

Assist Assistant Executive Director

- Assist with any administrative duties
- Administer Membership billing
- Assist with booking/catering/coordinating offsite facilities for Special Events
- Administer Special Events registrations and incoming payments
- Assist with Special Event set up and registration check-ins
- Assist with Committees

Assist Senior Director of Professional Development

- Assist with any administrative duties
- Assist with booking/catering/coordinating offsite facilities for Special Events and CLE
- Administer CLE registrations and incoming payments
- Assist with CLE set up and registration check-ins
- Administer Special Events registrations and incoming payments
- Assist with Special Event set up and registration check-ins
- Assist with Committees

Personnel Placement

- Plan to eliminate program soon