

The National Fishing Has No Boundaries Organization, Inc., is looking for an energetic, friendly, and competent Office Assistant to help with the organization and running of the daily administrative operations of the organization. The ideal candidate will be a hard-working professional able to undertake a variety of office support tasks and work diligently under pressure. This person will be comfortable working with a high degree of attention to detail and discretion as well as incorporating new and effective ways to achieve better results.

Responsibilities and Duties

- Thorough understanding of office management and organizational procedures.
- Monitor incoming communication, mail, email, phone calls and respond in a timely manner.
- Manage licenses and insurance policies.
- Coordinate chapter materials and equipment, incoming and outgoing.
- Manage newsletter printing and distribution.
- Monitor level of office supplies and handle shortages.
- Be responsible for directing and managing incoming revenue.
- Manage social media platforms, Facebook, "X", and website.
- Coordinate and Participate in FHNB Inc Fundraisers and events.
- Perform other administrative/office duties when needed.

Qualifications and skills

- Proven experience in a relevant administrative role or office assistant.
- Excellent organizational, time management and people skills.
- Proficient in MS office including but not limited to Word, Excel, Power Point.
- Knowledge of basic accounting and bookkeeping skills.
- Excellent written and verbal communication skills.
- Knowledge of back-office computer systems (ERP software) a plus.

Part-Time position

Estimated 4-5hours per day, 4 days a week.

Pay: \$15.00 -\$20.00 per hour depending on skill level and experience

Please submit your resume' to Kathy Overman at FHNB Inc

Email: kathyfhnbinc@cheqnet.net or Mail: FHNB Inc., P.O. Box 175, Hayward, WI 54843

Office: 715-634-3185 ext. 1