

Executive Secretary

Award winning recycling and sustainable solid waste agency seeks an experienced, energetic and versatile professional to join our team. In addition to administrative support for the Executive Director and Legal Counsel, this position may also perform the duties of Secretary to OCRRA's Board of Directors. The ideal candidate is a self-starter, adaptable to changing circumstances, supports OCRRA's mission and works with a high degree of accuracy and confidentiality.

Duties include daily administrative and clerical duties; coordinating the monthly calendar of meeting and mailings for Board activities; managing Executive Director projects; supporting OCRRA policy, and assisting in social media and program outreach efforts as needed.

The successful candidate will have demonstrated experience as an administrative assistant. Must be proficient in computer and internet skills with MS capabilities (Word, Excel, Outlook, PowerPoint, etc.); possess excellent communication and interpersonal abilities, be well-organized and can manage multiple tasks in a timely manner.

Salary range for this position is \$42,000-\$45,000. Send application, resume and letter of interest to Maureen Nosik, OCRRA 100 Elwood Davis Rd., N. Syracuse, NY 13212 or e-mail your response to mnosik@ocrra.org. Applications can be obtained at OCRRA.org and will be accepted until 06/14/17.

OCRRA is an equal opportunity employer.