



ADMINISTRATIVE ASSISTANT – Part-time, 20-25 hours/week
Ohio Optometric Association (OOA) • Worthington, OH

Job Description:

The Administrative Assistant will provide administrative support for all departments including reception, answering phones, database upkeep, mailings, and shipments.

Job Responsibilities:

- Assist with membership database upkeep.
- Provide administrative assistance for events.
- Fulfill vision voucher requests.
- Assist with mailings.
- Pack shipments.
- Fulfill Vision Simulator Card orders.
- Assist with autopayment reconciliation.
- Order office supplies.
- Answer phones.

Job Requirements:

- The position requires excellent verbal and written communication skills.
- Candidates should be adept in time management and multi-tasking.

About the Ohio Optometric Association (OOA):

The OOA is a professional association for Ohio's doctors of optometry representing approximately 70% of practicing optometrists in the state. The OOA's mission is to promote high quality optometric care for the residents of Ohio, preserve and advance the profession of optometry, serve as an advocate for patients and members, and serve as the principal resource for public health information regarding the eyes and vision.

To Apply: Candidates should send resume to the Ohio Optometric Association, attention Cori McCabe.
Email: info@ooa.org, Fax: 614-781-6521, Mail: PO Box 6036, Worthington OH 43085.