



Announcing an exciting opportunity available with Chi Omega Fraternity!

ADMINISTRATIVE ASSISTANT

Chi Omega Fraternity is seeking qualified applicants for the position of Administrative Assistant at the Executive Headquarters in Memphis, TN. This position is full-time, non-exempt and reports to the Supervisor of Administrative Services. Chi Omega membership is preferred but not required.

The Administrative Assistant responsibilities will include the following:

Administrative Support:

- Support the Supervisor of Administrative Services, other managers, and volunteers with various administrative and database tasks.
- Edit and prepare documents for use in Chi Omega events and communications.
- Provide superior customer service by responding quickly and accurately to incoming emails and phone calls to the Executive Headquarters.
- Answer and route inbound calls to the Executive Headquarters during peak call times and act as backup when front desk is out of the office.
- Update information accurately in the Fraternity's membership database.
- Process daily electronic fund transfers for the Fraternity.
- Process and ship chapter supply orders.
- Operate various office machines within the building including shipping equipment.
- Prepare materials and supplies for national meetings including packing, logistics, and onsite set up.
- Support retail division, including processing and shipping orders, assisting customers, and participating in annual inventory.

This position requires:

- Outstanding data entry and data quality assurance skills.
- Demonstrated excellence in a customer service role.
- Excellent oral and written communication skills.
- Attention to detail and strong organizational skills.
- Experience handling a multiline phone system.
- Excellent interpersonal skills, including an optimistic, flexible attitude.
- Experience with Microsoft Office products.
- Ability to lift upwards of 50lbs.
- Ability and willingness to cross-train and learn new database skills and procedures.



Founded in 1895, Chi Omega Fraternity is the largest women's fraternal organization in the world with over 385,000 initiated Sisters and 181 collegiate chapters. Chi Omegas bring the Fraternity's founding purposes to life, one woman at a time, through friendship, personal integrity, service to others, academic excellence and intellectual pursuits, community and campus involvement, and personal and career development. Chi Omega's shared values inspire Sisters to serve the world for a lifetime. Learn more at chiomega.com.

Qualified and interested applicants should send a resume and cover letter, including salary requirements and references to:

Tori Barton

Supervisor of Administrative Services

Chi Omega Fraternity

3395 Players Club Parkway

Memphis, TN, 38125

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Email: tori.barton@chiomega.com