

ADMINISTRATIVE ASSISTANT 1

The Oklahoma Accountancy Board (OAB) is actively recruiting for the position of Administrative Assistant 1. The successful candidate will serve as the assistant to the Examination Coordinator and Licensing Coordinator.

Responsibilities include serving as the primary administrative support to the Examination Coordinator and Licensing Coordinator; provide support to other OAB departments when necessary; serve as backup to the receptionist; prepare agenda packets for regular and special OAB meetings; make arrangements for special events; and any other duties as assigned.

The successful candidate must possess strong written and verbal skills. Candidates should also have experience working in a professional office environment and have proficiencies in Excel and Word. Preference will be given to candidates with an Associate's degree or an equivalent combination of education and experience.

Please send resume and cover letter to:

cautin@oab.ok.gov. Include Administrative Assistant 1 in the subject line.