Job Title: Administrative Assistant
Location: Cincinnati, OH
Employment Type: Full-Time/ In office
Start Date: Immediate Hire

The National Bowling Association, Inc. is a membership-based organization that prides itself on excellent customer service.

We are seeking a detail-oriented, highly organized **Administrative Assistant** to join our team. This is an excellent opportunity for someone who thrives in a fast-paced environment, communicates effectively, and enjoys supporting others to ensure operations run smoothly.

Key Responsibilities:

- Provide administrative support to team members and management.
- Manage scheduling of events, calendar coordination, and meeting preparation.
- Process league and membership certifications.
- Prepare reports, memos, and other documents as needed.
- Maintain electronic and physical filing systems.
- Provide excellent customer service while handling calls, emails, and other correspondence.
- Coordinate office supply orders and vendor communication.
- Assist with basic bookkeeping and expense tracking.
- Required to travel for 2 annual meetings per year. (base travel expenses paid)

Qualifications:

- High school diploma or equivalent (associate or bachelor's degree preferred)
- Proven experience in an administrative role preferred but not required.
- Excellent verbal and written communication skills
- Strong attention to detail and organizational abilities
- Proficiency in Microsoft Office (Word, Excel, Outlook, and Teams)
- Ability to handle confidential information with discretion.
- Knowledge of the game of ten pins would be helpful but not required.

Compensation (Training Period):

**Position not eligible for relocation reimbursement **

- $18.00/hour during the initial 90-day probationary period (paid training)
- $19.00/hour 3-6 months

Compensation (After Training):

Based on performance, experience, and increased responsibilities

- **Entry Level (0–2 year):** $37,000 – $39,000
- **Mid-Level (2–5 years):** $40,000 – $45,000
- **Experienced (5+ years):** $46,000 – $50,000

Performance review and salary reassessment will be conducted after the 6-month training period is completed.

Benefits (After Probation Period):

- Health, dental, and vision insurance
- Pension plan
- Paid time off and holidays
- Opportunities for professional development

How to Apply:

Please submit your resume and a brief cover letter explaining your interest in the position to Annette.Samuel@tnbainc.org, tnbanationaloffice1939@gmail.com,and jwcmc12@aol.com; please CC: swattspandp@gmail.com with the subject line: "Administrative Assistant Application – [Your Name]".

Administrative Assistant Information

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