

ADMINISTRATIVE ASSISTANT

ABC PELICAN CHAPTER

I. SUMMARY OF POSITION'S PURPOSE

The purpose of this role is to provide administrative and secretarial support for ABC Pelican Chapter and be a friendly face or voice for our members and guests. The Administrative Assistant will be the first face seen by our members and guests as they enter the ABC Pelican administrative office and will need to maintain a high level of positivity when greeting guests in person or over the phone. This position will be required to maintain an understanding of all departments of ABC in order to easily answer questions or direct to the appropriate staff member to address. The ideal candidate for this role has excellent organizational skills and maintains a high level of honesty and integrity. This role will require the ability to plan, prioritize and organize a diversified workload.

II. MINIMUM QUALIFICATIONS

- Should be both internal and external customer service driven
- Ability to multi-task and be flexible
- Professional appearance in accordance with company employee manual
- Ability to maintain a spirit of cooperation and team play and Director of Administration or Chapter President in the event of a scheduling conflict or other problem
- Organizational skills, including demonstrated attention to detail
- Excellent phone etiquette
- Excellent verbal and written communication skills
- Punctual
- Ability to take initiative and be a self-starter
- Must be professional and have strong interpersonal skills
- Excellent computer skills, including working knowledge of MS Word, Excel, PowerPoint, Outlook, Access, and generic database and financial software

III. DUTIES AND RESPONSIBILITIES

Manage Master Calendar – Room booking; office closures etc.

Front Desk operations:

- Answer phones, welcome guests, data input etc.
- Check main line voicemail daily – distribute messages accordingly
- Check/distribute mail
- Maintain understanding of Training Center operations – office hours, class scheduling, contacts etc.

General administrative support:

- Compose written correspondence, copying, faxing, scanning, emailing and preparation of outgoing mail
- Order office supplies
- Keep kitchen in order
- Keep conference rooms in order
- Order food as needed for office meetings

Assist Directors as needed:

- Provide support in preparation of internal and external reports and presentations including summary reports and PowerPoint presentations
- Assist with communications needs - social media & marketing

Database Management:

- Maintain understanding of properly registering members for events
- Assist staff with membership database, miscellaneous data entry and record keeping requirements

Update electronic outdoor sign:

- Per communications plan provided by Director of Communications; keep outdoor sign up to date

Travel Arrangements:

- Book Travel arrangements for President and Directors as needed
- Book Travel arrangements for LSU CM Team – National Competition
- Organize Itineraries as needed

**Maintain full understanding of ABC commitment to free enterprise and merit shop philosophy
Other duties as needed**

IV. JOB TYPE

- Full-time
- Hourly
- Non-exempt

V. COMPANY BENEFITS

- Group Health Insurance
- Group Life and Accidental Death and Dismemberment Insurance
- Health Savings Account
- Long-Term Disability Insurance
- 401k plan
- Additional benefit details provided upon request