



**Administrative Assistant  
Non-Exempt  
Full-Time Position**

**POSITION DESCRIPTION:**

Provides daily onsite administrative support to the Association this includes all staff. Regular support of the accounting department is required. Job duties and descriptions below define some duties of this position and are subject to change at any time.

**REPORTS TO:** Chief Financial / Operations Officer

Work Schedule 8:45 am – 5:15 pm with a 30-minute lunch break from 1:15 to 1:45 pm.

**DUTIES AND RESPONSIBILITIES:**

- Understands dynamics and structure of Association to handle calls that come through including forms calls, membership, and more.
- Stays abreast of programs, products, services, functions, and events occurring in the Association in order to give proper information when requested
- Shall order office supplies for Association including stamps, toners and other items requested by staff ensuring that invoices are correctly appropriated to departments
- Shall manage mail coming in and out of the Association. Opens (if intended recipient is not indicated) and distributes incoming mail, facsimile documents, and packages to GAR staff and/or members in a timely manner
- Assists CFO with Scholarship and Disaster Relief duties as directed
- Assists Accounting department with weekly filling and mailing
- Shall work with CFO to cover building maintenance issues, including scheduling appointments with appropriate vendors, researching options for vendors, monitoring regular vendor's work – such as janitorial company.
- Shall maintain building maintenance log in coordination with CFO
- Shall walk the building daily to inspect cleanliness, issues such as blown light bulbs, ensure supplies are stocked in common areas (kitchens/work room/ janitorial closets/downstairs restrooms/classrooms) this includes but not limited soaps are full, napkins are stocked, paper items are full, cleaning supplies are stocked, replacing water tanks and so forth.
- Manages outside Classroom/Conference Room Rentals/process contract(s) and payments in coordination with accounting department and works with the Leadership Services Coordinator to confirm date availability. The Leadership Services Coordinator will place the dates on the General Calendar and set up for the meeting.
- Assists all staff with general administrative duties as requested

- Greet all members /visitors in the GAR office (as applicable)
- Shall serve as backup for the Leadership Services Coordinator for the following duties when the Leadership Services Coordinator is on planned PTO
  - Set up classroom(s) and board room(s) for meetings and education classes as requested by the Staff Liaison.
  - Shall order food for meetings and classes as requested by the Staff Liaison and set up coffee/beverages or other requests for the meeting
  - Shall ensure that both kitchens are cleaned and organized
  - Shall ensure that all shared areas for catering are stocked
- Shall coordinate planned PTO with Leadership Services Coordinator to ensure the GAR front office is staffed at all times. Exceptions must be pre-approved by the Dept Head and CEO at least 2 weeks in advance
  - PTO requests, other than an unexpected personal illness, must be approved in advance
  - PTO must be requested via Paychex and approved by the Chief Financial / Operations Officer prior to being placed on the GAR calendar
  - Due to the responsibilities of the position there will be PTO black-out dates to include, but are not limited to, the week proceeding GAR and NAR Conferences
- **Qualifications:**  
Experience in customer or member service preferred. Must be computer literate and able to work independently. Office management background preferred. Must be detail oriented. Must be able to lift 25 pounds.
- **Education:**  
Two to four years experience in an office setting