

Position Title: Administrative Associate

Reports to: Director, Corporate Operations

Supervises: .N/A

Position Description

The Administrative Associate provides support to ensure the efficient operation of our organization. Responsibilities include supporting staff through a variety of tasks related to organization and communication, including scheduling meetings, preparing agendas, taking minutes, handling calls and emails, scheduling travel, preparing expense reports, and general administrative responsibilities.

Responsibilities

- Work to familiarize yourself with the NASP mission, vision, values, programs, and member benefits
- Answer and direct phone calls to the appropriate staff member
- Respond to general inquiries and emails or direct to the appropriate staff member
- Organize and schedule meetings and appointments, including create agendas, take accurate minutes for committees, executive, board of directors, and other meetings as needed
- Maintain contact information and databases as needed
- Produce and distribute correspondence
- Assist in the preparation of reports as needed
- Receive, sort and distribute the mail
- Develop and maintain a filing system
- Order office supplies
- Book travel arrangements
- Submit and reconcile expense reports for the President & CEO
- Monitor invoices and submit for approval in a timely manner
- Handle sensitive information in a confidential manner
- Coordinate administrative procedures and improve efficiency where possible
- Assist with the establishment of a culture of teamwork and service excellence

Requirements

- 2+ years of administrative support experience
- Excellent verbal and written communication skills
- Strong interpersonal skills – friendly and personable demeanor, with the ability to engage effectively with various levels of management, staff, NASP members, executive committee and Board of Directors
- Strong orientation towards providing excellent customer service
- Ability to consistently maintain professionalism and diplomacy
- Ability to discreetly handle confidential or sensitive information
- Ability to manage multiple projects simultaneously, work under pressure, and meet deadlines
- High attention to detail
- Strong organization and project management skills
- Proficient in Microsoft Office products, including Outlook, Word and Excel

Education

- Preferred Minimum Qualifications: Associate's Degree

Licensure or Certifications

- N/A

Physical Requirements

- In an 8-hour day, the employee sits approximately 7 hours
- In an 8-hour day, the employee may stand/walk approximately 1 hour
- In an 8-hour day, the employee may be asked to lift/carry 50 lbs.

Employee Acknowledgement

I received, reviewed and fully understand the job description for the position of Administrative Associate. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.