

Title:	OFFICE ADMINISTRATOR or OFFICE MANAGER
FLSA Status:	Exempt
Company:	Association of Subcontractors & Affiliates (ASA Chicago)
Reports to:	Executive Director
Updated	July, 2022

JOB SUMMARY:

Seeking a personable, detail-oriented administrative professional responsible for administrative tasks such as maintaining digital and paper files, updating online databases, various event administration activities, serving as liaison to committees as appointed by Executive Director, and general office support including inventory maintenance, light accounting, customer service, calendar management, and additional tasks to support staff, volunteers, and association members. Travel throughout the Chicagoland area for meetings and events is required.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

ADMINISTRATIVE

General/Office Maintenance

- Customer service: Resolves or escalates member needs or issues in an expedient manner. Handle phone and e-mail inquiries, relaying messages accordingly
- Assists staff in maintaining online database
- Evaluates, orders, and organizes office supplies within given budget
- Opens and sorts mail and consults with Executive Director on answering routine correspondence
- Prepares association mailings
- Filing (digital & paper)
- Maintains office equipment and calls for repairs when needed

Events

- Staffs the registration table at events. Logs all name swaps, processes and records walk-ins, logs no-shows, and completes post-event accounting
- Assists with online or phone event registration and payment processing
- Creates yearly reports of all events, including attendance, event review, type of event, location and theme
- Works with Executive Director to finalize profit and loss statements
- Prints and assembles name badges, table signs, and helps to stage event supplies and equipment
- Various event-related projects as directed (event formats: golf outings, conventions, smaller dinner meetings, networking events, virtual seminars, etc.)

Committees

- Acts as the staff liaison to 1-3 committees, working with Chairs & Co-Chairs to formulate and deliver minutes and agendas
- Host virtual and occasional in-person committee meetings, track attendance, coordinate date changes and make necessary reminder communications
- Oversee/complete meeting action items
- Maintain committee rosters and files in Microsoft Teams, Outlook, server drive

ACCOUNTING

- Weekly check deposits
- Processes accounts receivable in QuickBooks (review and process monthly statements)
- Makes collection calls if receivables are not paid within 30 days
- Works with accounting personnel to ensure reservation changes, refunds, and other relevant information is recorded for events
- Manually creates invoices in QuickBooks corresponding to website event registrations
- Mails payment for monthly bills delivered by Executive Director, files financial reports and backup
- Prepares invoices for membership dues on an annual basis, mails membership certificates upon renewal

SKILLS, EDUCATION AND EXPERIENCE:

Bachelor's degree preferred, minimum 5 years administrative experience is required, preferably in an association or construction environment. Must be proficient in Microsoft Office Applications and QuickBooks, possess excellent verbal and written communication skills, have very strong attention to detail, and work well in a small team/office setting. Driver's license/ability to travel to meetings and events in the Chicagoland area and surrounding suburbs is required.

Benefits include:

- Remote flexibility (hybrid work environment)
- 50% medical coverage if opting into our BCBS HMO or PPO group plan
- Full dental
- 3% simple IRA match
- Life insurance policy
- 15 days PTO in addition to paid holidays
- Comp time for extra hours worked at events
- Federal mileage reimbursement for travel to meetings and events