

Seasoned Executive Assistant for Multi-Client Organization

Association Services Group – LaGrange, GA

Full Time, Hourly Position with Benefits

This Executive Assistant position is a key support role to work alongside an Executive Director/Client Manager with multiple non-profit association clients. You would never have the same day twice. This high performing, small staff association position would include roles such as administrative service, member services, communications, project management, and meeting support. From time to time this position may be asked to perform additional duties or responsibilities assigned for similar administrative and/or conference coordination assistance.

This Person Would Need to Have the Following Knowledge and Skills Base:

- Administrative and clerical procedures and systems
- Proficiency in technology systems such as word processing, filing and records management systems, and other office software, including Microsoft Office Suite specifically Word, Excel, PowerPoint, Access, Outlook and Publisher
- Website content management experience is a plus
- Should have skills in budget management
- Communicate clearly, concisely and effectively in verbal and written form; be able to write/communicate beyond a “Tweet” or abbreviated “text” format (Hint: idk should not b ok with u)

Personality Wise, We are Looking for:

- Someone who is upbeat, personable, and gets along well with customers, vendors, and co-workers.
- Someone who has no problem picking up the phone and talking to a stranger, helping someone out, or setting someone straight in a firm, yet professional way.
- A dynamic person who can switch projects and focus with ease, and can easily multi-task between various projects. Things can and do change directions, and this should be both expected and anticipated.
- Someone who loves talking to people on the phone. This is critical as you will be the primary point of contact for our customers and members.
- An "If I don't know the answer, I'll find it" personality. We encounter new opportunities every day and don't always have the answers internally. At times you will have to “dig around,” or do some research to get an answer.

- Someone who can take a project and just "get it done."
- A love of schedules, i.e., you make and manage your own calendar, schedule tasks and get things done on (or ahead of) schedule.
- Someone who can work independently. We may not be in the same office for a few days, and you need to be able to work on your own, find answers to your questions and move ahead without waiting for our physical presence. This also means the ability to work without disrupting others. There will be ample scheduled times to overview and/or catch up on projects, go over any questions, etc., but you **MUST** be able to do your tasks and projects on your own.
- Someone who will take ownership of a project and show initiative.
- When you're here, you're here and no matter what happened before you walked in the door, you're "present" when you're in the office.

This is NOT the Right Position for You If You Are:

- A 9-to-5, punch-the-clock kind-of person
- Only seeking short-term work. This position offers long-term, full-time employment with opportunities to increase responsibilities as the company and organizational clients grow
- Just looking for a "hobby" to get you out of the house for a few hours a day - this is a real position with real responsibilities critical to the success of our business
- Someone who comes in and thinks "Hmm... what should I do today?" (Hint, before you leave, you should already know what you're doing the next day.)
- Someone who likes to chit-chat with co-workers or get caught up on Facebook while – or instead of – actually working
- Just starting out and have no real office experience
- Unable to provide up-to-date business references

Who We Are:

We are a small, independent, and innovative company with a successful track record since 1995. We work with non-profit, trade associations throughout the United States helping them provide member services and represent each client industry. We are an inviting, family-oriented small business in LaGrange, GA with high expectations from all employees.

Where You'll Be Working:

We have a professional, yet casual office environment in LaGrange, GA. You'll be working directly with an Executive Director/Client Manager and other client support staff. You'll have your own desk, computer, phone, email, etc.

When You'll Be Here:

This is a full-time, hourly position with benefits. There is an opportunity for increased responsibility and promotion over time for the right person.

What You Can Expect From Us:

We are very focused on the business and your primary function is to help maximize our productivity and best use of time, which means we'll be expecting a lot from you. We don't take missed deadlines or excuses lightly, but we do keep an open line of communication during projects if you need help or guidance. We have high expectations of ourselves and our staff, and we'll place a lot of responsibility in your hands.

Pay for this position will vary depending on experience, for approximately 40 hours per week to start. There is a 90-day trial/training period.

We're looking for qualified candidates only, and a full background check and drug screen will be conducted.

If You Think This is You...

If you are uncomfortable or offended by anything you've read so far, we understand – this isn't the right position for everyone. If, on the other hand, you're intrigued by what you've read, then our company has a lot to offer.

Our staff is treated with great respect, presented with an opportunity to work in the association management field, and offered a position with great variety – you'll never get bored, and you'll gain knowledge and experience that will help you in all parts of your life.

If you think you might be a good fit, we'd be interested in talking with you further. Please submit a cover letter and resume. Because we place a high value on quality work, as do our customers, submissions containing spelling errors and typos will not be considered. We're very serious about this - please look over your submissions before submitting them.