JOB OPPORTUNITY:
Office Administrator

SUMMARY:

The Pennsylvania Asphalt Pavement Association (PAPA) is seeking qualified candidates to fill the position of Office Administrator. PAPA, founded on July 1, 1932 is a Section 501(c)(6) not-for-profit trade association representing the asphalt paving industry in Pennsylvania. PAPA currently has 150 members. PAPA members include asphalt mix producers, asphalt refiners/suppliers, paving/milling contractors, engineering/consulting firms, equipment manufacturers, commercial testing labs, and other entities that make up and provide support, materials, and services to the asphalt paving industry in Pennsylvania and across the United States.

ESSENTIAL DUTIES:

The Office Administrator (OA) manages office activities and operations to ensure efficiency, quality, customer service, and compliance to association policies. The OA provides clerical, administrative, IT, technical, etc. support to staff (1 full time and 2 part time), the Executive Committee, the Board of Directors, Association Committees, and plans, budgets, contracts for, organizes, and manages Association meetings, events, functions, etc.

Responsibilities:

- Plan, budget, schedule, organize, attend, and manage all events for the Association. Current yearly major events include the Annual Conference, three Regional Technical Meetings, the PennDOT PAPA Bus Tour, and the Environmental Seminar. Contract for hotel meeting rooms, sleeping rooms, meals, catering, etc.
- Schedule, budget, organize, attend, and manage meetings for the Executive Committee and Board of Directors, Executive Director, Association Committees, task forces, etc. Contract for hotel meeting rooms, sleeping rooms, meals, catering, etc. Coordinate, create, edit, and distribute meeting agendas, minutes, and reports. When requested, make travel arrangements for staff.
- Schedule in person and virtual meetings via MS Outlook and GoToMeeting and monitor/update staff calendars. Prepare and maintain meeting minutes, documents, handouts, correspondence, files, etc.
- Track all pending correspondence, PennDOT Clearance Transmittals, requests for information, etc. to ensure completion of assignments and timely response.
- Utilize MS EXCEL and other Association software (MS Office 365, GoToMeeting, Adobe Acrobat, etc.) to develop, update, and maintain spreadsheets, reports, letters, and databases and generate reports, graphs, charts, tables, etc., for use by staff. Utilize MS PowerPoint to develop or revise formal presentation materials for staff. Manage the IT Service, copier, janitorial, etc. contracts. Maintain Association’s Server in consultation with IT Service and internet and cable TV with Comcast.
- Serve as lead marketing person for the Association. Maintain and update data and information on the Association’s Website and Constant Contact list. Distribute Social Media Content via Association’s Twitter, Facebook, etc. accounts. Develop and distribute marketing material as appropriate.
- Maintain digital records and correspondence files for staff and committees.
- Organize, prepare, and distribute the Association’s newsletters, publications, and membership directory.
- In collaboration with staff, prepare a calendar year Association “Draft” Budget, monitor cash flow, membership dues, etc.
- Interact with public, partners, members, etc. by telephone, social media, and e-mail to assess needs and coordinate responses in a professional manner.
• Work closely with the Accounting Administrator and act as her backup when required.
• Ability to work remotely as need arises.

SKILLS & EXPERIENCE & Education:

The successful candidate for this position will possess:

• Event planner and/or manager experience.
• Knowledge of standard office procedures and practices.
• Knowledge of grammar, spelling, syntax, and punctuation, letter, and report preparation. Basic math skills for performing routine calculations related to tasks.
• Advanced IT skills and knowledge of MS Office 365 and in particular knowledge/skill/experience with Outlook, Word, Excel, and PowerPoint. Also, Windows 10 Pro, GoToMeeting, Adobe Acrobat, SAGE, Constant Contact, Survey Monkey, etc. skills and experience preferred.
• Good written and oral communication skills and pleasant personality for answering telephones, preparing emails, and greeting members.
• Ability to operate basic office equipment such as computer, calculator, copier, fax, camera, video projector, etc.
• Ability to organize and coordinate office support services.
• Ability to work under the pressure of multiple deadlines and changing task priorities.
• Self-starter and ability to work with minimal supervision.
• Ability to occasionally travel overnight to statewide or nationwide events, meetings, conferences, etc.
• Minimum education, high school graduate, 2 or 4-year college graduate preferred.

REPORTING RELATIONSHIP:

The PAPA Office Administrator (as well as the Technical Services Director and Accounting Administrator) reports to the Association’s Executive Director but collaborates frequently and independently with all staff and association members.

LICENSES AND CERTIFICATIONS:

A valid PA Driver’s License is required.

SALARY & BENEFITS:

Starting salary is $50,000/ year with benefits.

TO APPLY FOR THE POSITION:

All submissions must be electronic (PDF format preferred). Send resume of qualifications, a cover letter explaining how your qualifications and experience match up with the job posting, and three business references via email to PAPA Executive Director Charles C Goodhart at the following e-mail address: cgoodhart@pa-asphalt.org. PAPA will receive resumes and letters of interest and perform interviews (in person or via GoToMeeting) until the position is filled.

PAPA IS AN EQUAL OPPORTUNITY EMPLOYER:

PAPA is an equal opportunity employer. PAPA does not discriminate and takes affirmative action measures to ensure against discrimination in employment, recruitment, advertisement for employment, compensation, termination, upgrading, promotions, and other conditions of employment. PAPA does not discriminate against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran’s status, sexual orientation, gender identity or gender expression.