

Tyler Area Builders Association
Administrative Assistant Job Description

February 2022

Resume and cover letter may be sent to lsimmons@tylerareabuilders.com.

Disclaimer: *Due to potential for perceived or actual conflicts, such as favoritism, business conflicts or lack of confidentiality, relatives of TABA members are ineligible for this position. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

Basic Function

The Administrative Assistant will assist in daily office operations, membership records, TABA events and any other services as directed by the Director of Operations or Executive Officer. This is a part-time position and schedule is negotiable with the ideal candidate.

Accountability

The Administrative Assistant reports directly to the Director of Operations, who is accountable to the Executive Officer. The Executive Officer is accountable to the Board of Directors for all association issues.

Skills

The Administrative Assistant should be proficient in basic office systems and computer applications; including multi-line telephone, copy systems, Microsoft Word, and Microsoft Excel.

Qualifications & Competencies

Enthusiasm and Communication – The ideal candidate should possess a friendly demeanor and be comfortable answering phone calls, greeting visitors, returning emails, and routing to appropriate staff members as needed.

Attention to detail – If you thrive on proofreading tiny (often monotonous) details, this job is for you! Managing member records for discrepancies is a vital component of this position.

Proactivity – Position often requires the ability to take something and figure it out. Examples may include learning a new web-based program, trouble-shooting a printer, etc.

Intelligence – Learns quickly. Demonstrates ability to quickly and proficiently understand and absorb new information. Takes personal responsibility for meeting deadlines.

Responsibilities

All responsibilities are subject to changes or additions at the discretion of the Director of Operations and/or the Executive Officer.

General Office

- Assists with office and receptionist duties as needed. Opens & prepares office.
- Assists with the preparation of committee meeting materials and notifications as needed.

Events

- **Preparation** – Helps prepare TABA events, including, but not limited to, registering members and sponsors, printing nametags, and ordering supplies.
- **Attendance**-Available as needed at scheduled TABA events.

Membership

- Maintains and updates data management systems and membership records.
- Reports additions, changes, and/or deletions of membership records to state (TAB) and national (NAHB) associations in a timely manner.
- Prepares and distributes new member and membership retention materials.