

**Administrative Assistant Position Description**

**Date: October 15, 2020**

The mission of the Bellaire Business Association (BBA) is to promote local businesses, provide professional networking opportunities and foster local economic development. The BBA is a non-profit organization of volunteer business owners, managers and interested individuals emphasizing responsible commercial development in the Bellaire area.

**Administrative Assistant Position Summary**

The Bellaire Business Association (BBA) needs a reliable and well-organized administrative assistant to provide administrative support of the day-to-day operations, with a primary focus on managing BBA billing, records and information.

**Reports to Chairman**

**Responsibilities and Duties:**

* Provide administrative support for BBA at the direction the Chairman
* Responsible for BBA data maintenance
* Responsible for BBA billing
* Assist the Communications Committee Chair, at the direction of the Chairman with maintenance of the web site and social media accounts
* General administrative responsibilities
* Assist with maintaining membership information in member database
* Other duties, tasks, and projects as assigned

**Tasks:**

* BBA data maintenance
* Maintenance of contact@bellairebiz.org mailbox
* Maintenance of documents@bellairebiz.org mailbox and the uploading of BBA documents
* Maintenance of BBA Calendar
* BBA contact list data input and management
* Membership invoicing, accounts receivable management, payment tracking, and data management
* Assistance with maintaining membership data in member database
* Document proofreading

**Qualifications and Skills:**

* Associate degree required (B.A. or B.S. preferred)
* Minimum five (5) years of administrative work experience required
* Proficiency in Microsoft Office suite
* Previous office management experience is a plus
* Customer service background is a plus
* Social Media management experience is a plus
* Experience with scheduling, budgeting and accounts payable
* Advanced computer skills
* Excellent written and verbal communication skills
* Professional demeanor and appearance

**Technical Competencies:**

* Knowledge and understanding of accounting and bookkeeping principles
* Proficiency in Google G Suite (Calendar, Gmail, Drive)
* Proficiency in Microsoft Office required (Excel, Word, PowerPoint)
* Proficiency in QuickBooks Desktop
* Able to become proficient in various programs and platforms used by the Bellaire Business Association, including WiX, MembershipWorks, Facebook, and Instagram
* Ability to work with and protect highly confidential information

**Behavioral Competencies:**

Integrity; Loyalty; Ability to Work Independently; Excellent Customer Service Skills; High standard of ethics; and, Ability to safeguard confidential information.

**Job Type:** Part-time (up to 10 hours per week) **Compensation:** $20 per hour **Benefits:** None

**Work Location:** Remote; occasional appearances as BBA events or functions may be necessary.

**Contact:**

To express interest in this position, applicants may submit a cover letter and resume explaining how their background and skills meet the responsibilities described in this positon description.

Cover letter and resume should be sent via email to:

Jim Vonderhaar

Chairman

Jim.Vonderhaar@griswoldhomecare.com

281-733-4414