

Office and Database Coordinator
Associated Builders and Contractors of Georgia

All submissions will be kept confidential. Email resume, cover letter highlighting why you are interested and qualified for this opening, salary requirements and other pertinent information to jobs@abcga.org

Overall Job Objectives:

Responsible for the overall smooth operations of the entire ABC headquarters facility. Provide support and assistance to this very fast-paced office with 7 other staff members that serve the ABC members and meet the association's overall strategic objectives.

Reports To:

Supports and assists all staff on a day-to-day basis with a direct report to the Senior Vice President. **Areas of Responsibility include but not limited to:**

Database Management

- Serve as internal owner of ABC's Association Management System, GrowthZone, working closely with ABC Team to ensure best practices and procedures, and working with vendor as needed
- Assist with set up of events and registration for ABC events, educational classes, and meetings in ABC's Association Management System, GrowthZone
- Update and maintain database records for current members, new members and prospects, keeping record clean and up to date.
- Input member participation and prepare reports to monitor and track individual and company participation throughout the year.
- Update membership profiles
- Provide support to the Vice President. Membership, which includes preparing and sending new member welcome letters and packets as they join
- Run database reports as needed.

Office Management

- Be the point person for all office/headquarters communications technology (phones, internet, etc.)
- Responsible for facility operations, maintenance and security both inside and outside of the building (includes HVAC, Exterminator, Janitorial Services, etc.)
- Responsible for monitoring and purchasing inventory of office supplies, cleaning supplies, snacks, and drinks.
- Be the liaison for all tenants in ABC headquarters.

- Ensure the ABC headquarters presents a neat and professional appearance at all times by taking ownership of the cleanliness of the training center, work room, storage rooms and entire facility, including the outside parking lot.
- Serve as primary receptionist, answering all incoming calls and greeting visitors.
- Open, date stamp and distribute mail daily.

Classes and Meetings

- Enter registrations, enter and track payments, and prepare timely post-event reconciliations.
- Provide primary assistance for training classes, committee meetings, and other special events which includes:
 - Generating name badges and/or name tents, sign-in sheets, handouts and evaluation sheets.
 - Catering coordination and food ordering/pickup when necessary.
 - Room set up and breakdown.
 - Purchase and set up refreshments as needed.

Events

- Enter registrations, enter and track payments, and prepare timely post-event reconciliations.
- Assist the Director, Events to ensure the members/guests experience a smooth registration/check-in process which includes:
 - Generating and organizing name badges and coordinating badge insertions with ribbon identification if necessary.
 - Assembling and loading signs, materials and supplies – must be able to load items up to 50 lbs.
 - Complete registration table set up (iPads, attendee lists, miscellaneous items for registration box).
 - Assist with breakdown and loading vehicles.

Executive Level Project Assistance

- Maintain Board of Directors (BOD) responsibility reports
- Be liaison with ABC National office to submit and track Political Action Committee (PAC) contributions
- Assist President & CEO to prepare quarterly reports for ABC National
- Assist with other events and meetings as needed

Additional skills and requirements

- Strong organizational skills with attention to detail.
- Ability to be flexible and anticipate last-minute changes.
- Comfortable learning new software and applications.

- Strong work ethic with a sense of urgency.
- Ability to multi-task very efficiently and effectively to meet multiple deadlines on a daily and weekly basis.
- Be a team player.
- Demonstrate an excellent customer service attitude.
- Needs own transportation to attend off-site meetings and run errands occasionally
- Includes some early mornings, evenings, weekends, and school holidays. Occasional travel within Atlanta required. Able to lift and pack up items for meetings and events.

Excellent Benefits Package

- Competitive salary commensurate with experience
- Association pays for 100% of team member's health, vision and dental coverage
- 401 (k) retirement plan – 4% automatic matching (without any employee contributions) and then up to another 4% matching for a total of 8%
- The association office is conveniently located in north Sandy Springs off GA 400 at Exit # 6 Northridge Road