



Date: 8-20-22

Position: Administrative Assistant

Department: Engineering, Research & Technology (ER&T)

Classification: Non-Exempt

Reports to: Vice President – Engineering, Research & Technology (ER&T)

JOB SUMMARY

Provides administrative support to the Engineering, Research and Technology (ER&T) Department. Assists in managing projects and activities for the ER&T department including contracts, agreements, and technical projects, etc. Provides backup support for general operations and provides administrative support to the President when required. Assumes other responsibilities as assigned by the Vice President – Engineering, Research and Technology.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

ER&T Department

- Assist the Vice President – ER&T & provide support to other ER&T staff in preparing, managing contracts and agreements, and addendum to contracts, subject to federal requirements.
- Prepare quarterly reports/progress reports for review by Vice President – ER&T, as directed.
- Provide assistance with routine projects such as the Annual Industry Survey on Recycled Materials and Warm Mix Asphalt Use.
- Process incoming invoices, code invoice, obtain project manager's approval, forward to accounting for processing.
- Track expenses to ensure payments are within contract limits.
- Provide assistance in creating ER&T's budgets.
- Provide assistance in coordinating Technical Conferences, Workshops, and Study Tours for ER&T Department, when necessary.
- Coordinate ER&T Team Meetings and other in-house meetings, when necessary.

Administrative Support

- Assist ER&T Department in preparing engineering, research and technology-related PowerPoint presentations, Word documents or other documents as directed.

- E-Mail: Review, sort, organize and respond, when applicable or as requested, to e-mails for ER&T department Vice President and Directors when traveling.
- Calendar: Check ER&T's department individual calendars for posting upcoming meetings and posts to general NAPA Calendar. Add items and reminders to staff calendars.
- Mail: Open, sort & route Vice President – ER&T mail and take action as directed.
- Expense Accounts: Gather receipts from ER&T Department staff and prepare monthly reimbursement expense statement. After approval, provide to accounting for processing.
- Travel: Make travel reservations for the ER&T department including hotel and car rental if necessary. Post complete travel itinerary in calendar. Prepare travel itinerary and travel folder with relevant documents for staff.
- Proofread department communication.

Committee Meetings – ER&T

- Assist in the pre-meeting activities including updating, maintaining, and utilizing email lists of Committee members, preparing and circulating availability polls, prepare notice of meetings, agendas, organize, copy and distribute back-up information. Prepare meeting back-up binders for ER&T department.
- Assist in post-meeting activities including drafting, finalizing and distributing meeting minutes and following-up on projects as assigned by the Vice President – ER&T.

Recordkeeping - Files

- Maintain database accuracy of ER&T committee members, positions, and term dates.
- Maintain ER&T department files on NAPA's server to be organized and accessible to ER&T department.
- Maintain and organize ER&T department paper files as necessary.

General Operations Duties

- Provides backup support for NAPA's general operations including phone, front desk, mail, duties as required.
- Proofreads general communications.
- Responsible for performance of other duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

- Excellent attention to detail.
- Must be organized.
- Multi-tasker who can manage time and prioritize work.
- Proven ability to achieve goals and meet deadlines.
- Self-starter who follows directions and takes initiative.
- Demonstrates accountability in all work.
- Be approachable and actively seek opportunities and propose solutions.
- Adaptable to new approaches and changing priorities, situations and demands.
- Exercises sound judgement.
- Excellent verbal and written skills and the ability to effectively communicate with NAPA members, staff and partners.
- Work effectively independently.

- Work cooperatively within teams.
- Effective listening and communication skills.
- Be punctual and reliable.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelor's degree preferred.
- Association experience helpful.
- Minimum 5 years' experience in similar field
- Advanced in Microsoft Office (Outlook, Word, Excel, PowerPoint), and Adobe Acrobat.

ABOUT NAPA

The National Asphalt Pavement Association (NAPA) is a 501(c)6 organization located in Greenbelt, MD, near Washington, DC. It is the only trade association that exclusively represents the interests of asphalt pavement material producers and paving contractors on the national level with Congress, governmental agencies, and other national trade and business organizations. NAPA supports an active engineering, research, and technology program designed to answer questions about technical, health and safety, and environmental issues and to improve the quality of asphalt pavements and paving techniques used in the construction of roads, streets, highways, parking lots, airports, and environmental and recreational facilities. The association provides technical, educational, and marketing materials and information to its members, and supplies technical information to users and specifiers of paving materials. The association, which counts more than 1,100 companies as its members, was founded in 1955.

The National Asphalt Pavement Association is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected Veteran status, age, or any other characteristic protected by applicable law.

TO APPLY

Send cover letter and resume to HR@asphaltpavement.org.