

## **NATIONAL ASPHALT PAVEMENT ASSOCIATION JOB DESCRIPTION**

<b>Title:</b>	Office Coordinator and Human Resources Assistant
<b>Reports to:</b>	Vice President, Finance and Operations
<b>Exempt Category:</b>	Non-exempt employee – eligible for overtime pay, if applicable.
<b>Telework Eligibility:</b>	Eligible, with approval of manager
<b>Flex Time Eligibility:</b>	Eligible, with approval of Manager

### **Summary of Duties**

Coordinate the activities of the office to ensure efficient and effective operations, provide clerical and administrative support to the Accounting Department, support the human resources function, and assist the Vice President, Finance and Operations.

### **Primary Responsibilities**

**Office Operations:** Provide administrative support for the day-to-day operations of the office, ensure that the office runs effectively and efficiently, and that staff have the tools they need to achieve NAPA's goals.

- Order all office supplies and kitchen supplies, monitor inventory levels, and recommend alternative vendors/products
- Serve as the liaison to building management
- Answer calls not routed through the automated attendant
- Manage IT operations by communicating with the external IT consultant on computer and network issues and making requests for assistance
- Manage equipment and systems including postage machine, phones, copiers, printers, and audio-visual equipment including troubleshoot basic issues
- Ensure that all office procedures are documented and all documents on the server are current and accurate named and filed
- Vouch credit card purchases and submit payments requests to the Accounting Department
- Route mail and other incoming communications
- Maintain an organized asset inventory for office equipment

**Accounting Department:** Provide clerical support so that NAPA financial records are accurate, complete, and timely.

- Open mail and prepare checks for deposit.
- Prepare shipments made through NAPA's electronic store
- Manage shipments to offsite storage and maintain list of records held there
- Prepare donor acknowledgment letters
- Prepare schedules for accountant review
- Processes requests for new vendor set-ups and credit applications
- Submit invoices for payment
- Assist in credit card vouching

**Human Resources:** Coordinate activities of the HR area so that NAPA can continue to attract and retain the best employees

- Coordinate the onboarding process for new hires and the termination checklist for departing employees
- Assist with the documentation of HR procedures and ensure that all documents on the server are current and accurately named and filed
- Research training opportunities and other best practices for human resources
- Post open positions and schedule interviews
- Assist with the benefit renewal process
- Plan staff events including social and educational sessions
- Support employee engagement initiatives and recognition efforts. (anniversary milestones, birthdays, etc.)
- Manage the HR mailbox
- Ensure that personnel files are complete and, under the oversight of the VP, Finance and Operations, in compliance with all applicable regulations

**VP, Finance and Operations:** Provide administrative support

- Compile meeting materials
- Other duties as assigned

### **Qualifications**

High School graduate or equivalent, required. Five years of administrative experience with an association is preferred. Human Resources experience preferred.

Candidates must be proficient in Microsoft Office, especially Word, Excel, and PowerPoint. Excellent communications skills to handle staff, member, and vendor relationships along with professional telephone communication skills.

Must possess the ability to work independently, take directions from others, work cooperatively and exercise discretion when handling confidential information. A demonstrated ability to coordinate multiple tasks, prioritize assignments, and meet required deadlines. Applicants must possess a high degree of attention to detail and be meticulous in all work with accurate data entry.

Applicants who do not meet these precise requirements with respect to education, training and experience, may apply and NAPA will consider alternative qualifications.

**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.**

**Salary Range: \$52,000 - \$64,000**

**Direct cover letter and resume to [HR@AsphaltPavement.org](mailto:HR@AsphaltPavement.org)**