

NATIONAL ASPHALT PAVEMENT ASSOCIATION

ADMINISTRATIVE ASSISTANT, ENGINEERING RESEARCH & TECHNOLOGY (ERT)

Reports To: Vice President, Engineering, Research, & Technology (ERT)

Exempt Category: Non-Exempt Employee – Eligible for Overtime Pay

Remote Work Eligibility: Eligible, up to two days per week, with approval of the manager

Flex Time Eligibility: Eligible, with approval of the manager

NATURE OF DUTIES:

The primary function of this position is to provide administrative support to the Engineering, Research, and Technology (ERT) Department. The Administrative Assistant manages contracts and agreements, supports project activities, coordinates communications, and handles administrative tasks to ensure smooth departmental operations. This position also offers backup support for NAPA's general operations and provides administrative assistance to the President as needed. The role involves working closely with the Vice President of ERT and other staff members to meet organizational and departmental goals.

DUTIES INCLUDE:

- Manage Contracts and Agreements
 - Assist the Vice President of ERT in preparing, managing, and revising contracts and agreements, including federal requirements.
 - Process addendums and maintain proper documentation.
- Project and Activity Support
 - Assist in managing departmental projects, including the preparation of Quarterly Progress Reports for the Vice President's review.
 - Support various technical projects as directed by the Vice President.
- Communication Coordination
 - Manage departmental communications, including handling emails and coordinating responses on behalf of the Vice President.
 - Provide support for internal and external communications, including preparing agendas and minutes for ERT meetings.
- Administrative and Financial Support
 - Obtain project codes to process incoming invoices and forward them to accounting for payment processing.
 - Coordinate travel arrangements for ERT department members.
 - Maintain database accuracy for ERT committees and task forces.

- Backup and General Support
 - Provide backup support for NAPA's general operations when required.
 - Assist in other tasks as assigned by the Vice President of ERT.

KNOWLEDGE, ABILITIES, AND SKILLS:

The position requires strong organizational and communication skills, attention to detail, and the ability to manage multiple tasks simultaneously. The individual must have proficiency in Microsoft Office (Word, Excel, PowerPoint) and experience with administrative tasks, contract management, and customer service.

- Excellent verbal and written communication skills.
- Ability to work independently and as part of a team.
- Effective problem-solving skills and adaptability to changing priorities.
- Customer-focused with a strong commitment to service.

EDUCATION AND EXPERIENCE:

- Bachelor's degree preferred, or a minimum of five years of administrative assistance experience in a relevant field.
- Experience in contract management and project coordination is beneficial.

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

Work Environment: This position is based at NAPA headquarters with a standard office environment.

Please direct inquiries (including cover letter) to HR@AsphaltPavement.org.

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.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

Salary Range: \$48,000 - \$66,000