

Position: Office Assistant
Reports to: Vice President
Location: Chicago HQ
Status: 40 Hours Per Week



Overview

Office Assistant will be responsible for providing the highest level of organizational and administrative support to TREX and its association clients

As a key role in our office, the Office Assistant's primary responsibilities are to provide professional and administrative support for all TREX staff while providing quality customer service to our association clients

You will be expected to maintain an energetic professional attitude and be open to wearing multiple hats. You will be asked to handle a wide range of administrative and executive support related tasks and will be asked often to work independently with little or no supervision. You will need to be organized, flexible and enjoy the administrative challenges of supporting in-office and virtual teams of diverse people.

Work Hours

Hourly position for 40 hours a week during regular working hours of 9:00-5:00pm CT

Responsibilities

Office Administration

- Provide inspired support for the organization
- Support communication with the team
- Perform a wide variety of general office and complex clerical duties in support of the team and client events; including data entry, filing, record keeping, provide support in organizing, composing, proofreading material for letters, memos, minutes, reports, forms and other documents
- Act as TREX receptionist, by assisting members by telephone; answer incoming telephone calls, answer routine questions regarding association events and programs, mail information to members, refer calls to appropriate team member or take messages for staff
- Schedule appointments, zoom calls, and meetings for staff
- Maintain and order necessary supplies; maintain accurate records of purchases and depletions of supply stocks
- Coordinate work schedule with other office staff
- Sort and distribute incoming mail, process outgoing mail or organize meeting shipments
- Perform related duties and responsibilities as assigned
- Assist HR with recruiting when necessary
- Work with senior stakeholders
- Identify and address problems and opportunities for the company

Qualifications / Skills

The ideal candidate will have:

- At least 1-year overall experience in the areas of office administration
- Work experience within a nonprofit association or other nonprofit organization preferred
- Excel, PowerPoint, and MS Word are a must
- Strong attention to detail and organizational skills
- Ability to communicate effectively through written and verbal communication
- Ability to support multiple projects, set priorities, and manage multiple deadlines
- Ability to collaborate across internal and external teams
- Ability to adapt to changing priorities
- Exhibits a high level of drive and discipline
- Ability to assume responsibility without direct supervision
- Strong data entry skills

Work Conditions

- Less than 5% travel between offices (Chicago and Denver)
- Physical demands
 - Sitting for extended periods of time and may involve walking or standing for brief periods of time
 - Ability to exert up to 30 lbs. of force occasionally and/or a negligible amount of force to carry, push, pull, or otherwise move objects
 - Use of hands and fingers to operate a computer keyboard, mouse, and handling of other office equipment
 - Specific vision abilities required by this job include close vision requirements due to computer work

About TREX

Technical Registration Experts, Inc (TREX) is a full-service association management company (AMC) located in Chicago, IL, with a satellite office in Denver, providing professional management services to various member organizations TREX's preferred model is to work with small to medium-sized associations This niche allows us to provide the high level of personalized attention and outstanding customer service that we value

Our Core Values

Accountability, Commitment, Support, Inclusiveness, Authenticity, and Excellence

Our Position Statement on Diversity

Diversity is an integral facet of the global landscape and is a critical component to the success of all professions including association management companies (AMCs) Diversity in its many dimensions including ethnicity, nationality, race, culture, religion, gender, sexual orientation, socioeconomic background, mental and physical abilities, learning styles, values, and viewpoints enriches the work we do internally and with our clients Studies have shown that women and people of color are less likely to apply for jobs if they do not meet every one of the qualifications listed We are interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background If you meet key qualifications for the job, and believe you would be the best fit, we encourage you to apply

We offer competitive salary and benefits to commensurate with experience in a casual but professional work environment Visit our website at www.trexperts.com for more information

To Apply

Please email your resume and cover letter to Kimberly Miller at kmiller@trexperts.com No phone calls please