

Position: Office Assistant
Reports to: Vice President
Location: In-office at Chicago HQ
Status: 20 Hours Per Week



Overview

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

As a critical 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 various administrative and executive support-related tasks and often be asked 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 20 hours a week during regular working hours of 9:00-5:00 pm CT.

Responsibilities

Office Administration

- Provide inspired support for the organization and 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, check deposits, record-keeping, provide support in organizing, composing, and proofreading material for letters, memos, minutes, reports, forms, and other documents.
- Act as TREX receptionist by assisting members by telephone, answering incoming telephone calls, answering routine questions regarding association events and programs, mailing information to members, referring calls to appropriate team members, or taking messages for staff.
- Receive and log packages in the Chicago office.
- Oversee packing and shipping to and from international and domestic meetings.
- 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 the 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:

- 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

Physical demands

- Sitting for extended periods and may involve walking or standing for brief periods.
- 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 offer 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 position, and believe you would be the best fit, we encourage you to apply.

We offer competitive 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.