



123 N Pitt Street, Suite 450
Alexandria, VA 22314
csiresources.org
1.800.689.2900

Job Posting FINAL ADMINISTRATIVE ASSISTANT

- Do you have an “entrepreneurial spirit” and have successes juggling multiple tasks and priorities?
- Are you a rock-star administrative assistant professional with C-level coordination experience?
- Do you have an amazing track record managing organizational initiatives for a member-based association?
- Do you regularly receive accolades for your project management approach to working in a fast-paced, results driven environment?

If you answered YES to all of these questions, you may be the Administrative Assistant we’re seeking!

The Construction Specifications Institute (CSI) is searching for an exceptionally talented, dedicated, self-motivated Administrative Assistant. The AA will ensure a high-functioning office by supporting volunteer and executive functions in the organization. This includes scheduling meetings, generating reports, staffing committees, and/or interfacing with the board or operating committees. Reporting to the Chief of Staff, she/he provides administrative support to the CEO or other senior managers or executives. The administrative assistant will also be responsible for the day-to-day management of the office, maintaining office vendor relations, mailroom processing and ensuring general office filing systems. This position requires up to 10% travel including attending conferences, trade shows and association events/meetings

PRIMARY RESPONSIBILITIES

Volunteer/Board/Committee Management

1. Supports communication and activity toward board and operational committee goals.
2. Maintains committee rosters, meeting scheduling, minutes, Board updates.
3. Supports implementation of elections, call(s) for volunteers, nominations, and board work plan.
4. Serves as daily Administrator for Volunteer Portal system, creating volunteer opportunities, working cross departmentally to identify and implement volunteer opportunities.
5. Leads operations including roster maintenance, thank you letters, volunteer communications, etc.
6. Ensures board expense reports are processed.
7. Ensures the proper creation, distribution and archiving of board materials.
8. Organizes and supports Board meetings, maintains multi-year event calendar.
9. Serves as back up meeting planning support for CSI board meeting.
10. Develops and implements system to coordinate committee meetings.
11. Coordinates travel for key personnel and volunteers (Executive Team and Board).



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Executive and Staff Support

1. Anticipates the CEO's needs and acts accordingly by proactively bringing together appropriate people and resources to support in addressing issues.
2. Manages CEO's schedule, coordinates travel arrangements, conducts research and briefing materials for key meetings, maintains and prioritizes requests for action items and keeps the CEO engaged and connected to office when traveling.
3. Provides project management system support for CEO, creating and maintaining projects.
4. Assists in timely completion of Board monitoring reports.
5. Schedules internal staff meetings, CSI event coordination as needed.

Administration and Additional Responsibilities

1. Maintains general office areas and coordinates mailroom processing including distribution of incoming mail.
2. Manages relationships and vendors in the areas of office supplies, equipment, award ordering, and office building.
3. Organizes, maintains and ensures compliance with general office filing systems.
4. Serves as back up support for Senior Member Services Representative.
5. Serves as key staff contact and facilitates staff celebrations and events.

QUALIFICATIONS

- Associates degree; additional experience as a senior administrative assistant or executive administrative assistant is a plus
- Minimum of four (4) years' experience in the areas of volunteer, business or general operations management
- In-depth understanding of office management and daily operations
- Outstanding interpersonal and diplomatic skills and a high-energy approach to staff and volunteer management
- Proven ability to develop and manage systems and processes as well as organize and prioritize multiple complex projects and tasks
- Demonstrated expertise in a variety of the field's concepts, practices and procedures related to business operations and executive level support.
- Extensive experience and judgment to plan and accomplish goals, while remaining flexible in a fast-paced work environment
- Demonstrated ability to lead and direct the work of others, if needed
- Exceptional written and verbal communication skills
- Must be capable of exercising highest level of discretion on both internal and external confidential matters



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ABOUT US

CSI is a national association of more than 8,000 construction industry professionals who are experts in building construction and the materials used therein. The Institute is dedicated to improving the communication of construction information through a diversified membership base of allied professionals involved in the creation and management of the built environment, continuous development and transformation of standards and formats, education and certification of professionals to improve project delivery processes, and creation of practice tools to assist users throughout the facility life-cycle.

WHAT WE OFFER

We value our team tremendously. We offer an excellent benefits package including medical, dental, 401K, paid vacations and holidays. We work hard, AND also strive for work/life balance.

An Equal Opportunity/Affirmative Action/Pro Disabled and Veteran Employer

At CSI, Equal Employment Opportunity is our commitment and goal. All qualified candidates will receive consideration for employment without regard to race, national origin, gender, age, religion, disability, sexual orientation, veteran status, marital status or any other protected status designated by federal, state or local law. Applicants are encouraged to confidentially self-identify when applying. Employment is contingent upon successful completion of a reference and background investigation based on position.

Are you the missing piece to the CSI puzzle? Marshall Brown & Associates LLC is conducting the search. Please send resume, cover letter and salary requirements (A MUST) to hrcsi@mbrownassociates.com with subject line, Administrative Assistant, no later than April 26, 2019. Be sure to send everything requested for consideration.