

POSITION TITLE

Marketing & Office Assistant

ACCOUNTABLE TO

Office Manager

SCOPE OF RESPONSIBILITIES

Provide administrative support to the Office Manager in the day-to-day operations at the corporate headquarters as well as frequent assistance to the Development Department and President. Create and edit marketing materials including fliers, presentations and graphics.

GENERAL RESPONSIBILITIES

- Assist in the general upkeep of the office including supply ordering and organization, vendor relations and communication, equipment maintenance and repairs, as well as maintaining a professional environment at the office.
- Assist in the planning and staffing of company functions and events (company breakfasts, employee appreciation events, anniversary celebrations and volunteer activities). Coordinate headquarter events (monthly chair massage, holiday celebrations and birthday parties). Provide support to the Development Department building milestone events (groundbreaking, topping out and grand openings).
- Provide support in the preparation and monitoring of the budget by gathering and organizing financial information, entering monthly general ledgers and tracking costs.
- Maintain archival records with the creation, protection, retrieval, transfer and disposal of company electronic and hardcopy records.
- Coordinate the creation, production and supervision of marketing and presentation materials relating to future and current development projects as well as general company marketing materials. This includes the distribution and monitoring of company photographs and logo use.
- Responsible for the maintenance of multiple project, property and corporate websites, including an internal Intranet site and applicable social media accounts.
- Provide assistance with emergency preparedness, including emergency supply monitoring, AED equipment monitoring, and participation in drills.
- Maintain updated Headquarters Office Manual.
- Provide backup executive assistance to the CEO and the President when needed.
- Provide backup support to Executive and Administrative Assistants in the Development Department with calendar management, meeting preparations, conference calls, travel, project filing, and support of Project Managers.
- Work cooperatively with and support other Headquarter Administrative staff (including reception desk).
- Perform general clerical duties including scanning, photocopying, filing and mailing.
- Other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED

Knowledge and experience with Microsoft Word, Excel, Outlook, PowerPoint, Project and Adobe Creative Suite. Some web editing experience is preferable. The Marketing and Office Administrator must demonstrate strong leadership qualities, good judgment and be able to make quick and precise decisions. Other attributes include orientation to detail, thoroughness, good organizational skills, and the ability to competently handle several tasks/projects at one time and prioritize needs. The ability to recognize and appropriately resolve problems is necessary. Excellent verbal and written communication skills are essential.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel and is required to talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

EDUCATION AND EXPERIENCE

Two years in an office environment with significant experience in administration. Experience with Adobe editing software such as Illustrator, InDesign and PhotoShop highly encouraged.