

# JOB DESCRIPTION

**Title** NJASA Office, Membership and Exhibts Manager

**Qualifications**

1. At least three years experience in Executive or upper echelon management secretarial positions.
2. Possess superior organizational skills and be able to work independently making decisions demonstrating mature judgement.
3. Possess good human relations and language skills and have the ability to interact effectively with all staff and members.
4. Knowledge of (or ability to learn quickly) the use of all types of office equipment.

**Reports To** Executive Director

**Supervises** All secretarial, clerical and maintenance staff

**Job Goal** The Office Manager shall direct and monitor the activities of the support staff to ensure the smooth operation of the office; shall maintain close communication with professional staff as to their clerical needs and be responsible for overall office management.

**Performance Responsibilities**

1. Oversight of all office activities.
2. Work closely with Executive Director.
3. Foster positive working relationships amongst all staff members.
4. Monitor and respond to the varying complexities in the operation of the office.
5. Staff development and training.
6. Meet periodically with staff members to review and discuss office procedures and activities.

7. Maintain close communication with all departments.
8. Maintain all personnel records.
9. Maintain an office calendar.
10. Coordinate support staff vacation days.
11. Familiarity with the operation of all departments.
12. Basic knowledge of current events concerning the organization.
13. Delegate and supervise workflow among support staff as necessary to expedite the flow of work.
14. Basic knowledge of each support staff member's duties in order that work is completed in their absence.
15. Supervise mailings.
16. Monitor the operation of all office equipment. Arrange for service and maintenance as needed.
17. Evaluate and recommend options for the replacement or upgrade of office equipment as needed.
18. Instruct staff on the use of office equipment.
19. Inventory and order office supplies as needed.
20. Oversee preparation for meetings including ordering of food.
21. Be informed of location of any staff member out of the office and where they can be reached.
22. Oversee and assist with preparation for various Association conferences and events.
23. Oversee and assist in the various onsite duties associated with Association conferences and events.
24. Oversee building and grounds with regard to maintenance and repairs.

### **Technology**

1. Act as staff IT person.
2. Be familiar with all software in use within the office.
3. Monitor, maintain and make recommendations for computer hardware and software as necessary.
4. Interact with technology vendors and consultants.
5. Have a thorough knowledge of office network—e-mail, workstations, servers, website.

### **Membership**

1. Work with Business Manager to expedite the membership renewal process.
2. Work to retain members through renewals and tracings.
3. Maintain prospective members database.
4. Carry out solicitation procedures to secure new members.
5. Field phone calls and emails related to member services and questions.
6. Staff liaison for Membership Committee.
7. Carry out process for yearly NJASA committee member selections.

### **Exhibits**

1. Prepare exhibitor packets for Techspo and Spring Conference to be sent to all Allied members.
2. Process all registrations for table assignments.  
Work with exhibit company with regard to exhibit hall booth setup.
3. Prepare exhibitor packets for Conference exhibitors.
4. Purchase prizes for Conference prize drawings.
5. Attend Conferences and see to the needs of the exhibitors.

Perform any other duties above and beyond those set forth herein, as assigned by the Executive Director.