

## **Administrator Coordinator**

Management company of XYZ associations in XYZ is seeking an Administrative Coordinator to provide daily administrative support to XYZ. Responsibilities include extensive contact with members, annual meeting support, membership/annual meeting marketing initiatives, fundraising initiatives, membership database and website management, working with Boards of Directors and committees, and other general support.

### **Job Requirements**

Education, training, experience:

Qualified candidate will have at least 3 years of administrative assistant experience. Association experience strongly preferred. Skills must also include:

- Proficiency with Microsoft Office applications;
- Excellent verbal and written communication skills;
- Excellent proofreading abilities;
- Ability to plan and organize to meet changing priorities and deadlines;
- A strong ability to multi-task and work independently;
- Excellent customer service skills;
- Perform well under stressful situations;
- An aptitude for accuracy and attention to detail