

**MICHIGAN RESTAURANT ASSOCIATION
JOB DESCRIPTION**

POSITION: Administrative & IT Assistant (part-time)
DEPARTMENT: Finance & Administration
REPORTS TO: VP, Finance & Administration and Sr. Director of IT
EFFECTIVE DATE: March 2017

BASIC FUNCTION:

The administrative and IT assistant provides general administrative, database and clerical support to the Vice President of Finance and Administration and Senior Director of IT.

DUTIES & RESPONSIBILITIES:

- Implements database accuracy and expansion projects as directed by Senior Director of IT.
- Acts as Administrative Assistant at the Front Desk
 - Answers telephone, screens and direct calls
 - Provides information to callers and guests
 - Greets visitors to the Association
 - Provides parking passes and any other assistance to visitors
- Performs tasks as directed by the Vice President of Finance and Administration and other MRA Executive Staff as needed.
- Maintains office and kitchen environment for cleanliness and presentation

EDUCATION, EXPERIENCE AND SKILLS

- 1) Minimum high school diploma required, some college preferred
- 2) Minimum two years administrative or clerical experience required
- 3) Working knowledge and experience with Microsoft Office Suite, 2013 version or higher
- 4) Must have strong customer service skills and be detailed oriented
- 5) Experience with agency management databases a plus

KEY COMPETENCIES

- 1) Excellent verbal and written communication skills
- 2) Customer service oriented
- 3) Information management skills
- 4) Organizing and planning skills
- 5) Attention to detail and accuracy
- 6) Reliability
- 7) Professional attitude and demeanor

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Work will be performed indoors in a generally comfortable office environment. Employees must possess the following physical requirements:

- 1) Able to communicate on a telephone, and hear and speak clearly to members and others served "in person"
- 2) Able to sit or stand for long periods of time
- 3) Must have the physical ability to attend meetings, and other events, if needed to perform a broad variety of duties.