



**JOB ANNOUNCEMENT**  
**ADMINISTRATIVE ASSISTANT**  
**Classification: Full Time**

**Purpose of Position:** Provide a high level of skilled administrative duties in support of the Association staff and members including project support, processing correspondence and materials, maintaining calendars, scheduling events and meetings, developing and maintaining filing systems and responding to requests from members.

**Primary Responsibilities:**

- Provide administrative support, including high level contact and communication with the internal staff, Association membership, vendors, consultants, key stakeholders and others as appropriate.
- Provide administrative support including scheduling, meeting material preparation and board meeting minutes.
- In conjunction with other staff, assist in planning meetings, conference calls and other special events; including coordinating schedules.
- Compose letters, memos and other correspondence on behalf of the President and the Association.
- Proofread and finalize correspondence and communication materials.
- Assist in the development and coordination of publications for members and stakeholders.
- Respond to common inquiries and requests from members, government agencies, legislative staff and stakeholders.
- Answer phones and greet guests in the office.
- Balance the demands of multiple projects so that no project/task falls behind schedule.
- Manage the President's calendar including scheduling appointments, meetings and events as well as updating organizational calendar.
- Coordinate with Association event planner for on-site and off-site meetings including logistics (space, audio/visual equipment, meals and hotel accommodations).
- Prepare agendas, written documents and notices.
- Transcribe meeting minutes.
- Maintain files and documentation materials to ensure accurate record keeping.
- Assist in the development and maintenance of information management tools and systems to track information and increase efficiency such as membership database, outreach lists, calendars and website.
- Order and maintain office supplies.

**Skills and Talents Required:**

1. Must be courteous to members and guests.
2. Excellent organizational and multitasking skills.
3. Must have basic knowledge of the legislative process and government.
4. Exceptional interpersonal skills.
5. Proven oral and written communication skills.
6. Advanced knowledge of Microsoft Office and Web Based applications.
7. Ability to maintain professional and courteous telephone manner.
8. Operate standard office equipment.

**Ability to:**

1. Work independently.
2. Treat sensitive matters with confidentiality.
3. Anticipate and resolve problems on own initiative.
4. Manage multiple tasks.
5. Pay close attention to detail.
6. Maintain a helpful attitude and work co-operatively within a team environment.

**Additional Responsibilities:**

1. Attend and participate in all staff meetings of the Association.
2. Participate in Association events and represent the Association as requested.
3. Interact with association members and other stakeholders.
4. Some travel required primarily within the state.
5. Other duties as assigned.

**Education and Experience:**

- Bachelor's Degree, preferred.
- Minimum two years of administrative support experience working preferably in a legislative or association environment.

**Compensation & Benefits:**

- Competitive salary based on experience;
- Annual employer contribution towards employee's independent retirement plan;
- Employer contribution to vision/health/dental insurance;
- Paid vacation and holidays;
- Paid sick leave; and
- Employer funded health savings account to cover certain health care expenses.

**To Apply:**

Submit cover letter, resume and professional references to [cra@calretailers.com](mailto:cra@calretailers.com). Please include: "CRA Administrative Assistant" in the subject line. Application deadline: May 15, 2019.

*Reflecting the rich diversity of California, the California Retailers Association is an equal opportunity employer.*

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