



## Office Manager Job Opening

Printing and Imaging Association of MidAmerica is seeking to fill the position of Office Manager. This position requires an individual who can prioritize daily, multi-task, work independently, is self-motivated and organized. A qualified candidate is one who is a team player and knows when to jump in and get the job done.

The following are specific skill sets and duties of the job:

- Maintain multiple databases: Database management, data input, updates, queries, and reports.
- Working knowledge of Microsoft Office applications; including but not limited to Outlook, Microsoft 365, Cloud based applications, Word, Excel, Access and WordPress (an asset but not necessary – will train right candidate).
- Social Media – post regularly about association activities; past, present and future.
- Constant Contact – online event promotion and email distribution tool. (Helpful but will train right candidate.)
- Manage member communications, scheduling, logistics, and agendas for association events and bi-annual board meetings
- Manage WordPress website updates
- Coordinates mail flow, maintain office equipment and stocks office supplies
- Generate Monthly Membership Reports on a regular recurring basis
- Prepare invoice spreadsheets for bookkeeper based on individual events
- Assist President and Directors in daily tasks
- Coordinate Annual Award Competition logistics; manage entry submissions, maintain entry database, assist with securing event venue for awards gala, and miscellaneous post event activities.
- Some weekend and evening work required for certain events – about 3 times a year.

Position is salary 40 hours / week – with some exceptions for evening events.

To submit a resume please email Teresa Campbell, President; [teresac@pamidam.org](mailto:teresac@pamidam.org)

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