

## **NC REALTORS® Job Description**

*Updated 09.27.2022*

**Title of Position:** Administrative Assistant

**Department:** Member Engagement

**Location:** NC REALTORS® Greensboro office (Partial hybrid may be allowed after probationary period. Mandatory in-office work required for monthly meetings, trainings, and event preparation.)

**Supervisor's Title:** Vice President of Member Engagement

### **Nature of Position:**

Assist NC REALTORS® Member Engagement Department by providing administrative support to the Events and Education teams. Responsibilities include:

- Coordinate event registration for multiple events, meetings and other association gatherings to include registration set-up, responding to event calls and emails, monitoring and updating information, providing support to members through the registration process.
- Assist in the preparation for committee meetings, classes, and statewide meetings/events to include prepping, printing rosters, reports, name badges, copying, packing, shopping, etc.
- Provide administrative support to the Member Engagement team for events including arranging housing and/or rental cars, managing rvsp for events, dining reservations, creating itineraries, submitting weekly CE, preparing reports. etc.
- Attend and assist with in-person events including registration desk support.
- Assist with virtual class delivery for larger classes.
- Coordinate volunteers at Convention
- Committee meeting minutes and submission of approved minutes to the Convention Committee meeting.
- Provide occasional back-up support to main switchboard.
- General administrative duties and additional projects and tasks assigned by VP of Member Engagement.

## **Background Requirements**

<b>Education:</b>	A high school diploma is required. Some college preferred.
<b>Professional Skills:</b>	Organized, dependable, ability to meet deadlines and work with limited supervision. Dedication to customer service, problem resolution and working together as a team to achieve goals and objectives. Excellent written and verbal communication skills required, as well as demonstrated facility with Microsoft Office Word, Excel and Power Point. Zoom, Cvent and RAMCO experience preferred. Willingness to learn and master relevant technology.
<b>Relevant Experience:</b>	Hotel and hospitality or event experience a plus.
<b>Requirements:</b>	Travel (mostly in-state) required for a minimum of 3 to 5 meetings/events per year. Ability to lift up to 40 pounds, transport and load/unload items for events.

## **Dimension**

No staff supervised.

## **Position Relationships**

### **Member Engagement Department**

Work closely with Member Engagement Department colleagues to provide administrative support for classes, meetings, events and initiatives.

### **Convention Committee**

Take minutes for meetings.