



ATIA Administrative Assistant

We are looking for a responsible and professional Administrative Assistant to perform a variety of administrative and clerical tasks. Duties of the Administrative Assistant include providing support to our managers and team members, assisting in daily office needs and managing our company's general administrative activities.

The Administrative Assistant responsibilities include effectively navigating policies and procedures, making travel and meeting arrangements, preparing reports and maintaining appropriate and confidential filing systems. ATIA is seeking a new team member with the ability to manage multiple tasks simultaneously and have strong trouble shooting and problem-solving skills. Demonstrated experience exercising excellent judgement, professionalism and the ability to take initiative and work independently.

The ideal candidate should have excellent oral and written communication skills and be able to organize their work using MS office suite and other digital tools. If you also have previous experience as an Executive Assistant and familiarity within our industry, we'd like to meet you. Ultimately, a successful Admin Assistant should ensure the efficient and smooth day-to-day operation of our office.

Responsibilities

- Manages logistics including preparation and follow-up from ATIA Board and Alaska Tourism Marketing Board meetings. Prepares and distributes materials for meetings, creates agenda with support from CEO and follows with meeting minutes. Manages committee and board contact lists.
- Write and distribute email, correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports and packets for State of Alaska grants, boards and marketing committees, APOC, business licenses
- Act as 401K administrator, filing reports and distributing plan information to participants
- Plans and coordinates new hires, with support from management team
- Working with Accounting and CEO, assist with association audits (financial, workers' comp., etc.)
- Maintain filing system, including managing contract process
- Order office supplies and research new deals and suppliers
- Update and maintain office policies and procedures
- Manage association general email and telephone inquiries, email contact lists
- Maintain postage accounts, prepare any shipping materials
- Maintain conference room, scheduling
- Research and book travel arrangements for CEO and managers, as appropriate
- Submit and reconcile expense reports and receipts to Accounting
- Provide support to sales team for cooperative marketing program and membership program as needed
- Provide general support to team members, tenants and visitors
- Act as the point of contact for internal and external clients, building vendors (janitorial services, trash maintenance, plowing services, mat services)
- Maintain building databases, including Guardian Security, keys, and keypad passcodes
- Data entry of leads from travel trade shows
- Processing travel agent planner requests
- Assist with maintaining building exterior, parking lot, as appropriate
- IT liaison with team members and IT consultant, troubleshoot IT needs, lead contact on telephone VOIP system
- Maintain and troubleshoot office equipment

- Maintain office e-files, forms
- Liaise with executive and senior administrative assistants to handle requests and queries from managers

Requirements

- Proven experience as an administrative assistant or office admin assistant
- Knowledge of office management systems and procedures
- Working knowledge of office equipment, like printers and fax machines
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Uber strong organizational skills with the ability to multi-task
- Tourism experience preferred but not required

Salary and Position Type:

This is a full-time, exempt position and reports to ATIA's President & CEO

Salary: DOE

Location: Anchorage, AK

ATIA provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. ATIA complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. ATIA expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of ATIA's employees to perform their expected job duties is absolutely not tolerated.