



Full-time Administrative Assistant

BOSTON

Full-time administrative assistant wanted for a small, five-person trade association located in downtown Boston. The position requires a self-motivated, dependable and organized team-player with a minimum of three years of office experience. The ideal candidate must be organized and detail-oriented, proficient in Microsoft Office (Excel, Word, etc.), have excellent phone skills, and be able to multitask and work independently in a fast-paced work environment.

Responsibilities consist of, but are not limited to:

I. General Office Administration and Events:

- Maintaining inventory and ordering office supplies
- Managing office calendar and queue of email blasts to members
- Scheduling and setting-up meetings and events
- Ordering catering for Board and Section meetings

II. Membership and Partnership Programs:

- Processing new members and maintaining the member database
- Assisting members and addressing inquiries and requests
- Overseeing REBA's affinity partner program
- Meeting with potential affinity partners
- Marketing/creating announcements for new affinity partnerships

III. Dispute Resolution Subsidiary:

- Opening new case files and assisting with case management
- Scheduling, booking and invoicing DR sessions
- Marketing the program and maintaining the web site

IV. Semi-annual Conferences:

- Assisting with the planning and preparation of semi-annual conferences
- Managing exhibitor and sponsorship program for semi-annual conferences
- Securing and communicating with exhibitor and sponsors
- Collecting all necessary items from exhibitors and sponsors
- Creating conference signage and other marketing materials

This position is full-time and the weekly schedule is Monday through Friday, 9am to 5pm. The annual salary is \$45,000-\$50,000, commensurate with experience. Benefits include medical/dental coverage and a train pass/travel reimbursement.

To apply, send your cover letter, résumé and salary expectations to:

Nicole Cohen at cohen@reba.net.