

# **EXECUTIVE ASSISTANT**

## **Tennessee REALTORS®**

### **Job Summary**

Important team member that handles administrative duties required by the Association in order to provide superior services to members. This position reports to the Executive and Professional Services Director and CEO. (Non-Exempt Employee)

### **General duties include but are not limited to:**

- Assist CEO as directed.
- Assist Executive and Professional Services Director with various tasks.
- Perform administrative functions including, but not limited to, initiating and preparing memos and other correspondence, making photocopies, sending faxes, preparing mailings, and other activities as requested.
- May assist other Department Heads in committee meetings by taking minutes, preparing for meetings and other functions, etc.
- Word processing, data entry and research tasks of all departments. Database Management: Assist with updates and postings in the Ramco database.
- Provides a bridge for smooth communication between executive office and internal departments; demonstrating leadership to maintain credibility, trust and support with senior management staff.
- Maintains discretion and confidentiality in relationships with members.
- Provide back-up assistance for front desk as needed. Answer incoming calls in timely manner and responds to phone inquiries by determining member's needs and specifications for referral to appropriate department.  
Greet members/visitors with a smile and friendly confidence.
- Assists Finance Director with accounting projects. May performs accounting transactions such as posting to general ledgers, account reconciliation, verifying accuracy of accounting documents and codes, and journal entries. Process payments received through mail using remote deposit system. Process credit card payments/credits.
- Assists Finance Director with maintenance of vendor and accounts receivable files for yearly 1099 and W-9 submission.
- May also work with volunteers and members regarding invoices and receipts as well as verifying and processing refund requests.
- Organization and maintenance of files and documents. Maintain record of categorized accounting storage files.
- Ensure the office is properly closed at the end of the day.
- Assist with set-up and cleanup of in-house functions. Keep kitchens, common areas and public areas clean at all times.
- Maintain workroom and ensure sufficient supplies needed for copiers, printers, etc.
- Maintain inventory of office and kitchen supplies.
- Take mail to the post office from time to time.
- Works independently and within a team on special nonrecurring and ongoing projects.
- Perform such other duties as requested by the Chief Executive Officer, Executive and Professional Services Director and the Finance Director

### **Required Skills/Accreditations**

- Organizational Skills including the ability to multi-task.
- Strong Computer literacy with emphasis on Microsoft applications and data management applications. Mac experience strongly preferred.
- Has an understanding of the process of a volunteer organization.
- Must be a good project manager.
- Must be attentive and creative, possess the ability to work with and adapt to all types of people and exhibit patience.
- Must be skilled as a communicator, have strong interpersonal skills. Ability to clearly and pleasantly communicate both verbally and in writing with members, management and co-workers, both in person and by telephone.
- Must be self-motivated and ability to have initiative and work independently.
- Ability to maintain confidential information.
- Fosters and contributes to a positive team environment. Must be a team player and contribute positive energy.
- Ability to produce professional documents with minimal number of errors; includes spelling, punctuation and grammatical errors.
- Ability to work cohesively with co-workers both within and outside of your department.
- Ability to work well under pressure, dealing with many member requests/questions within a short period of time.
- Customer service oriented with a desire to create memorable member experiences.
- Ability to use various office equipment, including but not limited to, calculators, photocopiers and facsimile machines.
- Proficient with Quickbooks online
- Must be able to lift 20 to 40lbs.

### **Preferred Skills/Accreditations**

- College degree in related field preferred
- Previous administrative support experience preferred.
- Two plus years of experience preferred. REALTOR® Association experience a plus.

### **Hours**

- **8:30 a.m. - 4:30 p.m. M-F**

Additional Salary Information: Must send cover letter, resume, and salary requirement to: [employment@tnrealtors.com](mailto:employment@tnrealtors.com) (Only complete applications will be considered).