

POSITION TITLE: ADMINISTRATIVE ASSISTANT**SUPERVISED BY:** Pacific Rim Export Center Project Director**SUPERVISES:** Indirect Reports and possibly student interns**SALARY STATUS:** \$35,000.00

Administrative assistant responsibilities include providing administrative support to ensure efficient operation of the office. You will support managers and employees through a variety of tasks related to organization and communication. The administrative scope of duties includes communicating via phone and email ensuring that all administrative duties are completed accurately and delivered with high quality and in a timely manner.

RESPONSIBILITIES:

- Assists with voice or video conference set up for Project Director and/or Export Development Sales Consultants.
- Organize and schedule meetings and appointments.
- Sends Intake/Business Assessment/Engagement Agreement to minority firm owners.
- Tracks the return of required program documents.
- Enters and maintains accurate information entered into MBDA CRM.
- Uses bulk email service to procure award, employment or related reportable activity from minority firm business owner(s).
- Voice or video conference with minority firm owner to discuss any outstanding documents.
- Tracks all issued Prescriptive Plan for minority firm owner.
- Provides general logistical support for webinar/workshops.
- Attends training as required by Project Director related to position and MBDA CRM system.
- Executes assignments as directed by Project Director.

REQUIREMENTS:

- A minimum of two years of work-related experience as an Administrative Assistant in a program providing technical assistance in ethnically diverse and disadvantaged communities.
- Voice or video conference with minority firm owner to discuss any outstanding documents.
- Flexibility, creativity, enthusiasm, ability to multi-task and a good sense of humor.
- Proficient in MS Office and willingness to learn MBDA CRM software.

APPLICATION PROCESS:

Position open until filled. Compensation commensurate with experience. Submit resume to the California Asian Pacific Chamber of Commerce, 2331 Alhambra Blvd., Suite 101, Sacramento, CA 95817. You may also submit your resume via email to bmelecio@calasiancc.org.

No Phone Calls. Please.