

**Resumes must be received by Tuesday, January 31, 2023.**



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## Job Description Administrative Assistant

The Administrative Assistant will report to the Executive Director and directly to the Logistics & Project Manager. The relationship between the Administrative Assistant and “Hot August Nights” is at will. The Administrative Assistant is to exercise independent judgment and discretion necessary to fulfill this job description. The majority of the job description described below relates to the management policies and general business operations of Hot August Nights.

### **Nature of Work**

The Administrative Assistant must perform a wide variety of administrative support duties ranging from general clerical support to complex administrative coordination. This position requires intermediate or advanced level proficiency in the use of standard desktop applications, including Microsoft Office products.

### **Compensation & Benefits**

This is full-time, year-round position. Competitive salary rate based on experience. A full coverage healthcare plan will be available 30 days from start date.

**General Office Duties** Responsibilities of this position are, but not limited to:

- 1) Answers phones in a professional manner and directs calls to appropriate staff members. Returns phone messages left on main voicemail in a timely manner.
- 2) Greets visitors upon entry, handle questions and direct walk-in guests as needed.
- 3) Responds to e-mails in main mailbox appropriately and in a timely manner.
- 4) Processes participant cancellations.
- 5) Handles miscellaneous merchandise sales and petty cash drawer in gift shop
- 6) Keeps the staff calendar updated with special event dates, meetings, etc.
- 7) Updates committee meeting calendar and phone tree list.
- 8) Responsible for processing incoming and outgoing mail.
- 9) Maintains order, appearance and cleanliness of entire office building including Boardroom, mail room, volunteer area, both kitchen areas, etc. Keeps cupboards, drawers and warehouse supply areas clean, stocked and organized.
- 10) Maintains office supplies and inventory. Works with Logistics & Project Manager on orders to ensure ample stock.
- 11) Maintains and or coordinates repairs for all office equipment (i.e. copy machine, fax machine, etc.)
- 12) Notifies and coordinates with Logistics & Project Manager on any problems that arise with upkeep and maintenance of the office and grounds.
- 13) Responsible for maintaining inventory and cleanliness of breakrooms including refrigerators.
- 14) Assists the Logistics & Project Manager as well as other staff members as needed with various miscellaneous projects and assignments.
- 15) Perform other duties as assigned.



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**Additional Duties**

**Applications:**

- 1) Processes applications when requested.
- 2) Maintains the list of Members so credentials can be ordered.
- 3) Assists with mailings during designated time periods.
- 4) Assists with data entry when requested.
- 5) Audits computer and hard copy records when requested.
- 6) Assists with the packaging and distribution of car participant packets after the Event.

**Meetings / Office Parties:**

- 1) Assists with details of party with Logistics & Project Manager.
- 2) Makes sure that the meeting room is setup for meetings.
- 3) Arranges for beverages & snacks when requested
- 4) Makes sure meeting room is back in order after meetings have concluded

**Pre-Event:**

- 1) Watches incoming Member applications for those that have marked the “administrative” box. Schedule office volunteer duties.
- 2) Schedules additional members to assist in the office in June, July and August with focus on pre-Event week, Event week and post Event week.
- 3) Assists all Staff Managers as needed with all pre-Event projects.

**Event:**

- 1) Maintains order, cleanliness, organization, etc. throughout the office including the warehouse.

**Post Event:**

- 1) Assists the boneyard crew and members returning equipment and items used during the Event.
- 2) Directs individuals to storage locations and placement of all items.
- 3) Maintain organization and cleanliness of warehouse.

**Miscellaneous:**

- 1) Assists all Staff Managers as needed with priority projects.
- 2) Maintains office appearance in all common areas throughout the building.
- 3) Performs other duties as assigned.