ADMINISTRATIVE COORDINATOR JOB DESCRIPTION

REPORTS TO: Director of Administration and Finance
CLASSIFICATION: Non-Exempt/Full-Time
REVISION DATE: June 2023

SUMMARY

The administrative coordinator supports the organization's headquarters office by performing a variety of office management, clerical, program support and administrative tasks. This position provides quality services to support the needs of the team and membership as the Alliance strives to implement the organization’s strategic initiatives.

ESSENTIAL JOB FUNCTIONS

The following list of duties is not exhaustive. CVSA may also outline additional responsibilities that are not included in this job description.

- Responsible for providing general office and administrative support for the organization
- Responsible for answering the main telephone line and managing the organization’s voicemail and email
- Responsible for coordinating incoming and outgoing mail and shipments
- Responsible for tracking program product inventory and order fulfillment
- Responsible for maintaining a clean and presentable office environment
- Responsible for ordering office supplies, as necessary
- Responsible for troubleshooting issues with office equipment and schedule maintenance, as required
- Responsible for managing the office calendar and assist with planning office events
- Responsible for reviewing and distributing timesheets for completion
- Responsible for coordinating activities with building management
- Responsible for maintaining positive working relationships with internal and external stakeholders
- Serve as the initial point of contact for all visitors
- Support CVSA Board of Directors by taking minutes for all meetings
- Assist with finance and accounting by performing basic bookkeeping and accounting activities
- Assist with grant documentation assembly and submission
- Attend and support CVSA meetings and events, as required
**SUPERVISORY RESPONSIBILITIES**

This position does not involve the direct or indirect management of other employees. This position may be responsible for the administration of external contractors and vendors who provide services related to the development and implementation of the Alliance’s programs and services.

**MINIMUM REQUIREMENTS**

- Bachelor’s degree from an accredited college or university, or equivalent combination of education and experience
- Five years of administrative experience in a professional office environment
- Available for national and international travel

**KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to develop, plan and schedule concurrent activities
- Problem-solving skills with the ability to make sound, prudent decisions
- Ability to meet deadlines of assigned deliverables
- Ability to provide exceptional customer service to members and stakeholders
- Ability to continuously demonstrate exceptional verbal, written, listening and interpersonal skills
- Ability to develop and maintain professional internal and external relationships
- Strong organizational skills, superior attention to detail and self-motivation
- Ability to work in a fast-paced, evolving environment

**WORKING CONDITIONS**

This position will be based at our headquarters office in Washington, DC and involves the routine use of standard office equipment such as computers and phones.

The position requires periodic work outside of normal business hours, as well as travel both during and outside of normal business hours.

The physical demands described here are representative of those that must be met by an employee to safely and successfully perform the essential functions of this job consistent with federal, state, and local standards, including meeting qualitative and/or quantitative productivity standards.

Persons with mental and physical disabilities as defined by the Americans with Disabilities Act (ADA) are eligible for this position as long as they can perform the essential functions of the job after reasonable accommodations are made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible for this position.
**EMPLOYEE ACKNOWLEDGEMENT**

By signing below, I am certifying that I have read the above job description and understand the requirements, essential functions, and duties of the position. I understand that this job description is designed to be an overview of the position and is not intended to be a comprehensive list of all responsibilities and requirements. I also understand that this job description may be amended or changed at any time and for any reason.

**EMPLOYEE NAME:** ______________________________________________________________

**EMPLOYEE SIGNATURE:** ___________________________________________  **DATE:** ________________

*Commercial Vehicle Safety Alliance provides equal employment opportunity to all employees and applicants for employment. We prohibit discrimination and harassment of any type without regard to race, color, genetic information, religion, creed, national origin, sex (including pregnancy, childbirth, or related medical conditions), age, marital status, citizenship status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, disability status, protected veteran status, or any other characteristic protected under applicable federal, state, or local law.*