



JOB DESCRIPTION

Effective 05/16/01

Category: **Staff**

Job Title: **Database Management and Administrative Clerk**

Immediate Supervisor: **Administrative Assistant**

Subordinates: **None**

Job Description:

General - Enters and verifies a variety of data in appropriate formats. Tracks and verifies quality of data entry from all sources. Resolves problems regarding the data. Supports and assists the Administrator and Administrative Assistant by performing routine office or clerical support tasks according to well established procedures.

Detailed -

- I. Operations
 - A. General Performance Requirements
 1. Conduct all activities efficiently and in compliance with all procedures, policies and rules.
 2. Insure all work areas are kept neat and clean at all times. Help police all company areas daily and maintain them to project the image of professionalism and efficiency.
 3. Maintain full knowledge of requirements for job performance.

B. Specific Performance Requirements

1. Processing of Dues Payments (Checks and Credit Card)
2. Checking of Voicemail
3. Answering Phones
4. Making Calls
5. Ordering Supplies
6. Mail to Post Office
7. Copying
8. Faxing
9. Coordination of Trade Show Booth with Administrative Assistant
10. Merchandise and Book Inventory Maintenance and Member Order Fulfillment
11. Fulfillment of Member Excel File, Label, Literature and Information Requests
12. All Data Entry
13. Other duties as assigned

II. Meetings

A. Attend

1. Office Meeting

III. Files Management

A. Use

1. Member Database

B. Maintain

1. Member Database
2. Merchandise and Book Inventory File
3. All outer office hardcopy files

IV. Paperwork

- A. Merchandise Orders
- B. Book Orders
- C. Billing (Collating, Stuffing, Stamping, Mailing)
- D. Information Requests
- E. Dues Credit Card Receipts
- F. Member Address Updates
- G. New CHMM Packets

V. Scheduling

- A. Shipment of merchandise, book, literature orders
- B. Shipment of tradeshow booths
- C. All Mail Carrier pickups

VI. Maintenance

- A. Maintain all work areas in a neat and organized fashion.
- B. Help to maintain the Facility grounds in an orderly manner that will promote a positive image of the company and it's personnel.

VII. Reports

- A. Use
 - 1. Billing Reports
 - 2. Chapter, Committee, Board of Directors Listings
 - 3. Overview Course Listing
 - 4. Booth Usage
- B. Issue
 - 1. Dues Batch Reports
 - 2. Cash Receipts Reports
 - 3. Inventory Reports
 - 4. Central File Listing

VIII. Special Projects

As assigned

Requirements:

Education -

1. High school diploma

Experience -

1. One (1) to Five (5) years experience

Skills –

1. Personal Computer with basic word processing and spreadsheet skills
2. Calculator
3. General office equipment
4. Interpersonal skills
5. Excellent phone skills

Benefits:

1. Health Insurance Stipend
2. Eleven (11) paid company holidays after ninety (90) days
3. Earned sick leave after ninety (90) days
4. Eligible to use earned paid vacation after first full year of service.