



Administrative Assistant and Office Manager

The South Bend - Elkhart Regional Partnership (SBERP) is a 501c6 nonprofit regional economic development organization dedicated to advancing the economy in the South Bend – Elkhart Region.

SBERP is a collaboration of the economic development partners from 47 smart connected communities in Northern Indiana and Southwest Michigan focused on a long-term systemic approach to advance the region's economy by aligning the efforts of various stakeholders around five key areas:

- Educating a world-class WORKFORCE
- Recruiting and retaining great TALENT
- Attracting and growing high-wage INDUSTRIES
- Promoting INCLUSION
- Helping ENTREPRENEURS thrive

More information about SBERP is available at www.SouthBendElkhart.org.

SBERP is seeking a highly professional and service-oriented individual to serve as the first line of communication with key constituents, executing multiple administrative duties of the office and supporting the president by effectively managing schedules and performing a wide variety of business related, complex, confidential administrative, communications, analytical and research duties.

JOB PROFILE:

SBERP is seeking a full-time Administrative Assistant and Office Manager to perform a wide variety of office operations and administrative support for the organization including but not limited to the following detailed responsibilities:

- Greeting visitors in a courteous and professional manner and determining access to appropriate parties.
- Answering and directing calls; taking messages.
- Open, sort, and route incoming mail and prepare outgoing mail.
- Office management responsibilities, including contacts with landlord and vendors to assure that the office is properly cleaned and maintained, including waste and recycling disposal.
- Data entry and system management in Salesforce system, including contact information and lists.
- Manage and maintain technology systems and office equipment, such as photocopiers, voice mail systems, and computers.
- Keep office area stocked, clean and tidy, including inventory and ordering office forms, materials, supplies, and services.
- Troubleshoot problems involving office equipment, such as computer hardware and software, working with service vendors as needed.
- Reconcile monthly bank statements, credit card statements and track expense reconciliation.
- Update content on the website and execute social media strategy.
- Manage scheduling and meeting details for internal meetings and coordination of events.
- Perform work-related errands as needed.
- Manage and maintain President's schedule, including scheduling travel and meetings, making appointments, and making changes to appointments.
- Read, monitor and respond to President's email account and mail
- Prepare board meeting materials, communications, and minutes.
- Maintain updated status of Regional Cities projects.



- Prepare documents, reports, presentations as requested.
- Prepare executive responses to routine memos, letters, or correspondence.
- Other related tasks

CANDIDATE PROFILE

- Bachelor's degree preferred, but not required.
- Prior professional or administrative experience preferred.
- Highest ethical standards, requiring honesty, integrity respect and proven ability to handle confidential information with discretion
- Strong computer skills, especially Microsoft Office products and willingness to become proficient with Salesforce CRM, Quickbooks, Wordpress, Constant Contact and social media platforms.
- Well-developed written and verbal communication skills for substantial contact with a diverse group of stakeholders.
- Strong organizational skills with the ability to prioritize multiple tasks seamlessly with excellent attention to detail and be adaptable to various competing demands.
- Excellent interpersonal skills with a collaborative attitude and willingness to work closely with multiple stakeholders in a team environment.
- Ability to follow complex, multi-step procedures to complete tasks, sometimes with minimal direction.
- Highly efficient in scheduling and task management.
- Commitment to high quality work, continuous improvement, and accountability
- Highly resourceful team-player, with the ability to also be extremely effective independently

SALARY AND BENEFITS

Salary commensurate with experience. Benefits include medical, retirement, paid holidays, vacation and sick days.

E-mail cover letter, resume, and references as attachments to Sarah Niespodziany at sniespodziany@southbendelkhart.org, mail to: South Bend - Elkhart Regional Partnership, 635 S. Lafayette Blvd., Suite 123, South Bend, IN 46601. E.O.E.