

POSITION DESCRIPTION

Administrative Assistant

The American Mushroom Institute (AMI) is a small, dynamic trade association representing the U.S. mushroom farm community. AMI is currently searching for a multi-skilled Administrative Assistant to work onsite at our Avondale headquarters. The successful candidate is required to have excellent customer service skills and must be outcome-oriented. The ability to work in a fast paced environment with strong attention to detail is essential.

Position performs administrative and office support activities for multiple supervisors. Duties may include fielding telephone calls; managing calendars; making travel, meeting and event arrangements; data entry and preparing reports; receiving and directing visitors; word processing; creating spreadsheets and presentations; and filing. Requires strong computer and Internet research skills, flexibility, excellent interpersonal skills, and the ability to work well with all levels of internal management and staff, members and consultants. Sensitivity to confidential matters may be required.

Responsibilities & Requirements

- Ability to juggle multiple projects with superb accuracy
- Strong administrative skills
- Exceptional customer service skills, over the phone and in person, with our members, consultants and volunteers
- Strong sense of urgency and problem solving skills
- Proofreading materials including *Mushroom News* and other member communications
- Management of AMI database and member records

Qualifications

- College degree preferred
- Two to five years' general office management experience
- Bilingual English/Spanish preferred
- Must be computer savvy and proficient in Microsoft Excel, Access and Outlook
- Excellent written and verbal communication skills

Salary depends on skills and experience. AMI is an equal opportunity employer who celebrates diversity. To apply, please complete and submit the attached employment application along with a full resume and cover letter to info@americanmushroom.org. To learn more about AMI, visit www.americanmushroom.org.