



## **FAIRBANKS BRANCH MANAGER**

The Associated General Contractors of Alaska is seeking a part-time branch manager for our Fairbanks office. The Associated General Contractors of Alaska is a statewide membership organization whose mission is to advocate for our members and the Alaska construction industry; to provide educational opportunities for our members; and to make the public aware of our members' skills, talents, and integrity.

### **JOB OVERVIEW:**

The position of Fairbanks Branch Manager is responsible for the day-to-day operation of AGC's Fairbanks office. In addition to answering the phone and other general office duties, this position is required to coordinate, promote, and solicit sponsorships for a variety of AGC events held in Fairbanks and facilitate AGC training classes and room rentals. It is a goal of this position to increase and retain Interior region membership and participation. This is a part time position with occasional overtime for special events or training classes. Candidate must have excellent communication skills and possess a strong ability to work independently while collaborating remotely. Duties require partnering closely with the Anchorage office for the benefit of all AGC of Alaska members. Salary DOE.

### **DUTIES & RESPONSIBILITIES:**

- Demonstrate a commitment to customer service both in person and over the phone
- Have a courteous and professional mannerism
- Field questions from members, the public, and prospective members. Engage the Anchorage office staff in the process as necessary.
- Work with Anchorage events coordinator for Fairbanks content in the statewide AGC monthly and weekly newsletters.
- Actively participate in the recruitment and retention of AGC members
- Inventory, order and pick-up supplies for office, classes & events
- Coordinate training room reservations and rentals, update & maintain inter-office, online and shared training room calendars. Set up training room and conference room for events, classes, and seminars.
- Advertise seminars and training classes.
- Provide assistance, materials and proctoring for all training classes in the Fairbanks office.
- Promote AGC Online Plans service to members and relay questions/comments to

- Anchorage office
- Facilitate AGC Online Plans user training using remote technology from Anchorage office
  - Perform general maintenance and troubleshooting of computers, printers, modems, and copier in coordination with statewide IT department.
  - Maintain various software programs, including database, virtual meeting platforms, and graphics programs.
  - Update computer programs when needed and run virus scans regularly.
  - Provide administrative assistance to AGC Fairbanks committees
  - Coordinate, promote, and solicit sponsorships for 4-5 Fairbanks based events per year, working closely with the Anchorage office to plan and execute.
  - Support established partnerships within the University of Alaska Fairbanks Community & Technical College, including UAF Endowment.
  - Coordinate the maintenance of the Fairbanks office, such as: trash removal, snow removal, lawn care, fuel delivery, maintenance of heating system, maintenance of HVAC system, cleaning, etc.
  - All other duties as assigned

### **QUALIFICATIONS:**

- High school diploma or the equivalent and at least five years general business experience.
- Strong organizational and time management skills, and sharp attention to detail.
- Ability to organize and prioritize tasks as well as meet deadlines.
- Excellent verbal and written skills.
- Proficient computer skills: Microsoft Office Suite, Internet based applications, virtual meeting platforms, and database management.
- Must be able to lift 40 lbs.
- Must have early mornings/evenings/weekends available for 4-5 events per year
- Experience in government relations is a plus but not required

Please submit resume and cover letter to Megan Hoen: [megan@agcak.org](mailto:megan@agcak.org). Only candidates being considered will be contacted.