



## **FAIRBANKS BRANCH MANAGER**

The Associated General Contractors of Alaska is seeking a full-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 full 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. Benefits package includes health, dental, vision, paid vacation/holidays, and 401k retirement plan.

### **DUTIES & RESPONSIBILITIES:**

- Demonstrate a commitment to customer service both in person and over the phone
- Have a courteous and professional mannerism
- Field questions on 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 Alicia Siira: [alicia@agcak.org](mailto:alicia@agcak.org). Only candidates being considered will be contacted.