

FAIRBANKS OFFICE MANAGER

The Associated General Contractors of Alaska is seeking a full-time office 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 Office Manager is responsible for the day to day operation and maintenance 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. This is a semi-flexible, full time position with occasional overtime for special events or training classes. Duties require working 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 pension plan.

DUTIES & RESPONSIBILITIES:

- Demonstrate a commitment to customer service both in person and over the phone
- 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 and Community College.
- Field questions on construction projects, meetings, and membership from members 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 seek new AGC members
- Inventory, order and pick up supplies for office, classes & events
- Take training room reservations, update & maintain training room calendar, and setup training room for different classes and seminars
- Advertise seminars and training classes.
- 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 of computers, printers, modems and copier.
- Manage IT, review and recommend deletion of old or outdated directories and documents
- Maintain various software programs, including database and graphics programs.
- Update computer programs when needed and run virus scans regularly.
- 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, and database management.
- Must be able to lift 40 lbs.
- Must have early mornings/evenings/weekends available for 4-5 events per year

Please submit resume and cover letter to thea@agcak.org. Only candidates being considered will be contacted.

Associated General Contractors of Alaska is an Equal Opportunity Employer