



**JOB ANNOUNCEMENT**  
**Office Assistant**  
**Full-time. Sacramento**  
**Position to begin February 2022**

**Position Summary**

This is a great opportunity for someone who enjoys a position doing a variety of administrative tasks. The right candidate should be able to handle a multitude of tasks and be able to multi-task effectively and respond well to deadlines under pressure. The Office Assistant will work collaboratively and cooperatively with other Association staff in a team-oriented environment by providing clerical and administrative support to staff members, as needed.

The Office Assistant will report directly to and liaise with the Operations Director and Liaison to CBIA Board of Directors.

**Responsibilities**

- Answer phones and forward calls to appropriate staff members
- Type correspondence
- Prepare monthly membership welcome and renewal packets
- Update member records in Salesforce
- Update partner directory on Association website
- Update legal books with new pocket inserts
- Gather information to create and update a Master Events calendar
- Assist with meeting requests as needed
- Assist with updating Outlook address book distribution lists
- Schedule conference calls, Zoom/Microsoft Teams or in-person meetings as needed
- Assist with on site registration and check-in at Governance Meetings 3 times each year
- Basic meeting planning support such as inventory supplies and print table tents and attendee badges for yearly legal conference and Governance Meetings
- Work on other office administrative related assignments

**Requirements**

- 2 to 3 years of previous experience in a receptionist and/or administrative assistant role
- Regular and punctual attendance
- Excellent typing and proofreading abilities
- Exceptional written, verbal, and interpersonal communication
- Excellent organizational skills, including filing and calendaring
- Ability to follow directions and organize time and tasks under general guidance from the supervisor
- Ability to work on multiple tasks at once while implementing time management skills

- Ability to take ownership of all projects and see them through to completion
- Proficiency in Microsoft Office 10, including Word, Outlook, Excel, and PowerPoint
- High level of professionalism
- Ability to sit at a desk and use a computer for an extended period
- Basic working knowledge of databases and Salesforce preferred but not required
- Previous association or legislative experience a plus

### **Job Type**

Full-time, in-office with possibility of working remotely in the future

Monday – Friday, 8:30 a.m. to 5:00 p.m. This is a 7.5-hour workday with 1 hour lunch.

Pay: Hourly, DOE

### **Benefits**

Medical, Dental, 401(k), vacation, paid parking

### **To Apply**

Please send resume and cover letter to:

Kim DeWeese

Operations Director and Liaison to CBIA Board of Directors

[kdeweese@cbia.org](mailto:kdeweese@cbia.org)

Susan Hurtado

Government Affairs Assistant

[shurtado@cbia.org](mailto:shurtado@cbia.org)

*The California Building Industry Association is an equal opportunity employer and values diversity. All employment is decided on the basis of qualifications, merit and business need.*

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