



Receivables Management Association International Executive Administrative Assistant Job Description

Job Title: Executive Administrative Asst.

Job Location: Sacramento, California

Hours: Full Time

The Opportunity:

Receivables Management Association International (RMAI) is the non-profit trade association that represents more than 500 businesses that purchase and sell or support the purchase and sale of performing and non-performing receivables on the secondary market. The Executive Administrative Assistant will be located in Sacramento, CA. He/she will be responsible for a variety of association functions including general and high-level administrative duties, assisting with updating database, and providing administrative support as directed by the Director of Operations. This position reports to the Director of Operations. The position may require minimal travel.

General Administrative Duties:

- Maintain all RMAI files.
- Assist with RMAI mailings.
- Assist with maintenance of membership/certification files and database.
- Track member attendance at RMAI events.
- Customer service (handles incoming telephone and email inquiries).
- Maintain the inventory of RMAI office supplies, maintenance of postage machine & office copier.

High-Level Administrative Duties:

- Management of the Legislative Fundraising Committee.
- Administrative support for education programming.
- Administrative support for Events & Sales Development Manager.
- Management of Ad-Hoc projects through completion with minimal supervision.
- Bookkeeping (this can be trained upon hiring):
 - Process all credit card payments and enter in to accounting software.
 - Prepare weekly bank deposit and enter in accounting software.
 - Assist in maintenance of line item accounts.
 - Provide weekly balancing of activities.

Other duties as assigned.

Required skills and education:

- Intermediate to Advanced experience in Microsoft Excel (i.e. manipulating data, data analysis)
- A minimum of 2 years in a supporting role in an office setting.
- A minimum of 1 year of college experience is required.

Preferred skills

- Proficient in additional MS Office programs (Word, PowerPoint).
- Strong organizational skills and detail oriented.
- Strong verbal and written communication skills.
- Excellent, articulate, personable, enthusiastic and diplomatic customer service skills.
- Ability to multi-task and work independently, and efficiently under deadlines.
- Possess a positive, team-player attitude. Dependable with a proven track record.
- Desire and ability to expand duties and responsibilities.
- Knowledge of accounting software preferred, but not required.
- Available to work Monday through Friday, 8:00 am – 5:00 pm
- Ability to type 55 - 60 WPM

Association Benefits

- 100% Healthcare coverage
- 401 (k) matching
- 12 days of vacation/24 hours of sick leave

Please email resumes with salary requirements to Shannon Parod at sparod@rmaintl.org.