

Position Description
Nebraska Cattlemen
Administrative Assistant I

Reports to: Executive Vice President

Employment Status: Exempt, salaried

Basic Responsibilities:

Under the direct supervision of the Executive Vice President (EVP), the Administrative Assistant I provides support for the EVP, as well as answers and directs incoming phone calls, receives, distributes and prepares incoming and outgoing mail, greets guests to the NC office and maintains office supplies and office areas.

Specific Responsibilities:

1. Assist the NC Executive Vice President with administrative tasks as needed such as:
 - a. Organize and prioritize large volumes of mail and electronic correspondence.
 - b. Schedule travel arrangements for the EVP.
 - c. Scheduling and plan meetings of the NC Executive and Finance Committee.
2. Answer and direct the Association's incoming telephone calls to the appropriate staff in a friendly and helpful manner.
3. Process the Association's daily incoming and outgoing mail:
 - a. Open and distribute incoming mail.
 - b. Prepare and post outgoing mail.
4. Greet guests to the NC office in a friendly and helpful manner.
5. Monitor and maintain:
 - a. Office lobby,
 - b. Breakroom/Kitchen area appearance and inventory,
 - c. Workroom equipment,
 - i. Assist staff with copier and mailing equipment.
 - ii. Maintain copier and mailing equipment.
 - d. Maintain workroom inventory of supplies.
6. Facilitate the NC conference rooms and conference call line schedules.
7. Assist the Administrative Assistant II as needed.
8. Perform other duties as assigned by the Executive Vice President.

Applicants may submit a resume and cover letter to Pete McClymont at pmcclymont@necattlemen.org.