Business Name: Kellen

Business Address: 1100 Johnson Ferry Rd, Suite 300, Atlanta, GA 30342

Contact:
Rita Lawrence
Talent Acquisition Manager
(678) 298-1172
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Open Position Job Title: Administrative Support Specialist

Website: http://kellencompany.com/

Compensation Type: Salary

Pay Rate or Salary Range: Inquire to Employer

Benefits: Yes

Job Level: Full-Time Position

Job Description:

What are we looking for?

We are looking for an enthusiastic, self-directed, strategic-thinking Administrative Support Specialist experience. He or she will join multiple Kellen teams providing day-to-day administrative support for associations in the food and beverage industry, which requires exceptional communications, customer service and attention to detail.

What will you do?

- **Administrative support** for multiple Associations which includes correspondence, member services/recruitment, data entry, memos/reports and coordinating special projects as specifically defined with attention to detail
- Support multiple Kellen teams and association committees, providing exceptional service with attention to detail
- **Proficiency with Microsoft Office**, including Word, Excel (including the creation and use of formulas), PowerPoint, Survey Monkey, Doodle
- Ability to multi-task and with a sense of urgency
- Meets established deadlines with minimal supervision
- Ability to work independently with minimal direction and as part of a team
- Maintain association general files (paper and electronic), create new member files and documents as needed
- Field and direct member and public inquiries by phone, email, and regular mail
- Knowledgeable and proficient on database and other association management software; primary interface in preparing mailings, developing email lists and maintaining several databases
- Ensure the accuracy of the client member records, add/delete members as appropriate from database and Outlook groups
- Respond to new membership inquiries, solicit memberships as directed by senior staff and process new memberships
Collaborate with multiple internal departments, including accounting, meetings, digital and creative
Prepare and process accounts payable and accounts receivable transactions in coordination with Kellen Accounting
Handle collection and dues processing duties
Follow up with client/member accounts payable departments
Support conference planning, including printing badges and registration materials, processing meeting registrations and other tasks as needed
Prepare for client meetings, including scheduling, liaising with hotels (as needed), addressing menus and assisting with travel needs
Schedule committee and task force meetings, teleconferences and webinars; develop action items from such calls and meetings, as directed
Organize internal staff meetings and provide support to all staff as needed
Stay well informed about the members and the industries they represent

Am I qualified?

- A proven track record of success
- High energy, versatile and multi-task oriented, self-directed, and ability to handle accurately diverse details.
- Strong computer skills with the “Can Do” approach to different and diverse software packages.
- Good communication (written and oral) and proofing skills.
- Must be a positive team player in a challenging and changing environment; includes working with a variety of personnel.
- Flexibility under competing time requirements and changing deadlines.
- Excellent focus and a good sense of priorities.
- Detail oriented
- High level of patience to work with a wide range of client personalities.

What do we offer?

An employee-owned company, Kellen offers a professional and collegial work environment and great benefits, and a collegial atmosphere where teamwork abounds and your efforts are truly appreciated. We work hard, but also strive for work/life balance. As an employee-owned company, you’ll join a team where everyone has a stake in the performance of the company.

We offer generous benefits including medical, dental, vision paid vacation, holidays, a 401(k), and tuition reimbursement.

For consideration please submit your resume, cover letter with salary requirements to rlawrence@kellencompany.com.