

# Central Illinois Builders of AGC (CIB)

## Administrative Assistant – Office Manager

Key member of a three person staff promoting union construction industry in Central Illinois. CIB is a chapter of AGC of America representing 46 counties. Our membership includes general contractors, specialty subcontractors and suppliers of professional services supporting commercial building construction.

- A. General Duties – answer general phone and email inquiries, filing system maintenance, mail distribution, office supply ordering, and office equipment updates.
- B. Communications - create and distribute professional correspondence for membership and construction partners. Creates and maintains content on CIB website and social media platforms. Regularly interacts with membership to create member profiles for website and database.
- C. Member Services - oversees the administration of Safety Award Program. Coordinate CIB Board of Directors, IAF Trustee and CIB committee meetings sending meeting materials and keeping all minutes. Assist with all association events to generate attendance and financial success.
- D. Staff Support – assist CIB Executive Vice President and Controller in preparing documents and reports for membership distribution. Research and compile labor data in easy to understand formats for labor contract and negotiations.

Central Illinois Builders of AGC is a service organization and strives to be a leader in the construction industry. This position is pivotal to meeting those goals. We strongly encourage candidates to use their creativity, organizational skills and self-motivation to meet new challenges.

### Education and Experience Requirements:

- High school diploma or equivalent education required
- 3 years of administrative assistant experience or equivalent
- Knowledge of Microsoft Word, Excel, and Outlook, Facebook
- Self-disciplined to work independently and meet deadlines
- Creative writing skills, organized and detail oriented, strong verbal communications
- Valid driver's license

To apply send resume to Executive Vice President, Roger Huebner, at [rhuebner@cibagc.org](mailto:rhuebner@cibagc.org).

