

**FLORIDA STATE MINORITY SUPPLIER DEVELOPMENT COUNCIL
JOB DESCRIPTION**

Position Title: Office Administration	Date Revised: June 2020
Manager	
FLSA Status: Non-Exempt	Reports To: Program Director

The Florida State Minority Supplier Development Council (Council) is one of the nation’s premier organizations for increasing business opportunities between major buying organizations and certified minority-owned businesses. The Council serves as a membership organization for major corporations, financial institutions, government agencies and universities and serves the state of Florida. The organization promotes and facilitates the development of business relationships between its corporate members and certified Minority Business Enterprises (MBEs).

The Council is a private, non-profit 501(c)(3) organization and an affiliate of the National Minority Supplier Development Council. The Florida State Minority Supplier Development Council is headquartered in Miami, FL with a regional office in Orlando satellite offices are proposed for Tallahassee and Tampa.

JOB SUMMARY:

The Office Manager will assist the Program Director in the day-to-day administration of the Minority Business Development Agency (MBDA) Business Center. The primary focus of the MBDA will be providing services to MBEs with revenues greater than \$1,000,000 per year.

PRIMARY FUNCTIONS:

- Assist with scheduling appointments for Director & Business Consultants
- Answer the phone and greet guests
- Respond to inquiries about the Business Center
- Perform data entry in to sales force and other relevant portals and tracking sheets
- Assist in planning events – both live and virtual. Must have experience using goto meeting
- Assist with the preparation of marketing materials – via mail chimp & canva

ADDITIONAL FUNCTIONS:

- Serve as chief customer service manager
- Post daily on social media
- Assist with accounts payables & expense reports
- Assist with accounts receivables
- Order supplies
- Perform other duties as directed by the Program Director
- Market MBDA and recruit MBE clients

REQUIRED EDUCATION AND EXPERIENCE:

- Must have excellent computer skills, including Microsoft Suite with a focus on MS Word & MS Excel
- Basic bookkeeping / expense reporting experience including working knowledge of accounting software
- Experience using Salesforce, Canva, Mailchimp as well as posting on Social Media platforms
- Excellent communications (oral and written) skills; writing sample required
- Must be responsible, organized, and accurate, detail oriented, and have “can-do attitude”
- Must have strong customer service experience
- Highly organized and efficient, ability to read, comprehend, edit and draft documents and meeting notes.

CONFIDENTIAL AND PROPRIETARY INFORMATION:

This position deals with confidential and proprietary information that must be kept confidential.

ADDITIONAL INFORMATION:

This job description in no way states or implies that these are the only duties to be performed by the employee filling this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by management. Management has the right to add to, revise, or delete information in this job description. Reasonable accommodation will be made to enable qualified individuals with disabilities to perform the essential functions of this position.

Interested applicants should submit a cover letter with salary requirements and resume to:

Kammi D. Phillips-Parker, PHR
The Phillips Group HR Consulting Firm, LLC
kammi@thephillipsgroup.com

NO PHONE CALLS PLEASE