



WORLD DAIRY EXPO

Position Description

Date: February 2017

Position Title: Administrative Services Manager

The Administrative Services Manager is responsible for assisting the General Manager with planning and coordinating corporate board and committee correspondence and meetings. Other responsibilities include day-to-day office functions, incoming mail distribution, facilities maintenance, contract and budget coordination and other required office support services.

Educational Requirements:

BS or BA in business or agriculture. Minimum of three-five years of industry experience.

Reports To: General Manager

Supervisor To: Program Assistant

Position Requirements:

- Self-motivated multi-tasker with excellent organizational and management skills
- Proficient communicator with strong people relations skills and ability to prioritize tasks
- Excellent computer skills with proficiency in Microsoft Office Suite, including Access and Adobe InDesign
- Ability to capture verbal meeting communications and reproduce minutes of board and committee meetings while maintaining confidentiality and discretion
- Office, budget, contract and people management experience
- Must meet the physical requirements of this position, including:
 - Ability to lift at least fifty pounds, walk significant distances during events and work extended event hours

Primary Functions/Responsibilities:

- Assist the General Manager
- Responsible for support personnel and efficient work flow processes
- Coordinate, communicate and process corporate board and committee meetings
- Coordinate and maintain all administrative and corporate files
- Process incoming mail per company policy
- Maintain electronic office Policy & Procedures, Employee Handbook and Business Continuation Plan
- Oversee and maintain inventory of office furniture and equipment, building maintenance and contracts
- Oversee volunteer database, correspondence and scheduling

Other Responsibilities:

- Manage on-site show administration office, support staff and operations
- Process show rental equipment and sub-contractor contracts
- Process and communicate the physical requirements of the show
- Provide support for all managed events and entities

Position Status:

- Full-time; salaried with benefits

Location:

- World Dairy Expo Office, Madison, Wisconsin