Alfa Romeo Owners Club Administrator

The Alfa Romeo Owners Club (AROC) is seeking a Club Administrator to be responsible for the operational and administrative responsibilities in the club's management. These duties will include support of club organization, financial recordkeeping and reporting, data base maintenance, recordkeeping, club communications, merchandise records and other duties assigned.

The eligible candidate will have strong office software skills including email, spreadsheets, database maintenance, publications and website. An understanding and experience in supply management, budget and tracking, accounting, data base management, reporting skills, mail processing, record management, and web oversight and maintenance. The person will need to have the ability to negotiate with excellent planning, communication, and organizational skills.

Job Description

Job summary

The Alfa Romeo Club is seeking a Club Administrator to be responsible for the operational and administrative responsibilities in the club's management. These duties will include support of club organization, financial recordkeeping and reporting, data base maintenance, recordkeeping, club communications, merchandise records and other duties assigned. This position carries out a wide range of administrative and IT-related support tasks.

Duties

- Maintain office services by organizing club operations and procedures; preparing payroll, controlling correspondence, designing filing systems, reviewing and approving supplies and merchandise acquisition, and ensuring clerical responsibilities are completed.
- Achieves financial objectives by assisting with preparing annual budget with the Board of Directors, scheduling expenditures, analyzing variances and initiating corrective actions as needed.
- Contributes to AROC Board and teams' efforts by accomplishing related results as requested.
- Completes operational requirements by scheduling work to ensure it is completed on a timely basis.
- Manages filing systems, including electronic filing systems.
- Develops and implements new administrative systems, as needed.
- Interface and assistance with management of social media, as needed.
- Recording of all office expenditures, budget and support of tax reporting.
- Maintenance of supplies of stationery, equipment and merchandise.
- Respond to customer/member inquiries.
- Administrative support for Club events, as needed.
- Board and member support, as needed.

- Assistance and implementation with website administration and updates, as needed.
- Source and qualify vendors and services, as needed

Skills and Experience required

The eligible candidate will strong office software skills including email, spreadsheets, database management, publications and website. An understanding and experience in supply management, budget and tracking, accounting, data base management, reporting skills, mail processing, record management, and web maintenance. The person will need to have the ability to negotiate with excellent planning, communication, and organizational skills. Prefer experience with customer service, purchasing or accounting. Must have excellent communication skills, sound math skills and be able to lift 25 to 50 pounds.

Send resume, references and salary requirements to Cindy Banzer, President
Alfa Romeo Owners Club
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