



Join Our Team at ABC Maine as an Administrative Team Assistant

Location: Maine

Position Type: Full-time, Exempt

Reports To: President

About ABC Maine:

Associated Builders and Contractors (ABC) Maine champions free market principles within the construction industry, advocating for member companies and providing education, training, and networking opportunities. We're dedicated to excellence, innovation, and community development in Maine's construction sector. Joining ABC Maine means becoming part of a team that values hard work, collaboration, and making a tangible impact.

Job Summary:

The Administrative Team Assistant is pivotal in ensuring operational excellence across our chapter. This role involves comprehensive administrative support, from managing office tasks to assisting in event organization and member communication. It offers an excellent opportunity for professional growth in a supportive, mission-driven environment.

Key Responsibilities:

- Conduct daily administrative operations, enhancing the efficiency of our chapter.
- Handle office tasks such as filing, data entry, and inventory management with precision.
- Serve as the initial contact for member inquiries, providing outstanding service.
- Coordinate event registrations, manage invoices, and support event logistics.
- Assist in social media outreach and maintain a positive online presence for the chapter.
- Undertake special projects and tasks as requested by the President and team members.

Qualifications:

- Proficiency in MS Office Suite and excellent typing skills.
- Strong organizational skills, attention to detail, and accuracy.
- Ability to solve problems analytically.
- Effective communication skills and time management capabilities.

Physical Requirements:

- Capable of performing tasks that may involve bending, lifting materials up to 20lbs, and prolonged sitting.
- The position requires focused concentration due to the necessity for high accuracy.

Benefits:

- Competitive Pay: Hourly rate of \$20-\$25, recognizing your skill and dedication.
- Paid Time Off: Accrued paid time off to rest, recharge, or tend to personal matters.
- 401(k) Plan: Prepare for the future with our 401(k)-retirement plan.
- Insurance Benefits: Comprehensive insurance benefits package, including health, dental, and vision, supporting your well-being.
- Flexible Hours: Enjoy flexible Monday-Friday office hours, allowing you to manage your work-life balance effectively. Efficiency and productivity can lead to increased flexibility.

Why Join ABC Maine? ABC Maine offers a collaborative environment where your contributions are valued, and your professional growth is supported. We provide competitive compensation, a comprehensive benefits package, and opportunities for career advancement in a dynamic and supportive setting.

ABC Maine is an equal opportunity employer, committed to diversity and inclusion. We welcome applications from all qualified individuals regardless of background.