

Embassy Cooperative Association (ECA)
Employment Opportunity
Association Relations Manager – Part Time

OPEN TO: ALL EFM, MOH

POSITION: Association Relations Manager

REPORTS TO: General Manager

OPENING DATE: Wednesday, April 13, 2016

CLOSING DATE: Wednesday, April 27, 2016

WORK HOURS: Part-Time 32 Hours/Week

SALARY: Based on Experience

The ECA is seeking eligible and qualified applicants for the position of Assistant Manager. The Assistant Manager will work closely with the General Manager on all operations.

Coordinates activities between business components. Facilitates the flow of information between the association, the CLO, the board and the members. Assists the association with enhanced activities, membership development and public relations. Responsible for management of the association grocery and alcohol order. Serves as staff liaison to the Board of Directors.

DUTIES AND RESPONSIBILITIES:

1. Serve as liaison to the Board of Directors, CLO and selected committees: advise chair, attend meetings, handle meeting set-up, etc.
2. Customer Service activities to include but not limited to email responses regarding product suggestions, large item consolidation and special orders.
3. Facilitate grocery, alcohol and embassy logo item orders. Monitor stock, maintain an ordering calendar, compile product orders, coordinate with the Embassy shipping department, ensure appropriate documentation is obtained for customs and information is integrated into the point of sale (POS) system.
4. Office Management to include attendance at all staff & board of director meetings, provide support to the General Manager, provide input on Staff-To-Do-List & Agendas
5. Research, write and submit a regular ECA page to the Embassy newsletter.
6. Provide leadership and management in the absence of the General Manager.
7. Other duties as necessary

SKILLS:

* Level IV fluency in English is required

* Management experience preferred

- * Maintain professional demeanor
- * Working knowledge of computers in a windows environment
- * Proven accuracy and attention to detail
- * Demonstrate excellent oral and written communication skills
- * Demonstrate good meeting planning skills
- * Must be able to function as part of a team
- * Capable of setting priorities when multiple demands are present

Please submit your resume to Hanane Bachiri at eca@mtds.com