



CMA JOB POSTING

JOB TITLE: **Operations Assistant**
REPORTS TO: **Sr. Manager of Administrative Services**
DEPARTMENT: **Finance & Administration**
FLSA CLASSIFICATION: **Non-Exempt**
DATE POSTED: **11/26/18**

JOB SUMMARY:

Responsible for the day-to-day maintenance and professional appearance of the CMA building, décor and equipment according to the appropriate schedules and checklists provided. Responsible for event space setup and tear down. Serves as back up for the Receptionist.

JOB DUTIES:

- Maintain cleanliness of 2 prep kitchens and 1 breakroom through daily cleaning/emptying of dishwashers, refrigerators, microwaves, tables, counters and floors and restocking of supplies
- Maintain 2 restrooms through daily cleaning of counters, mirrors, and restocking of supplies
- Verify that all conference rooms and kitchens are stocked with necessary supplies, food and/or beverages
- Maintain cleanliness of all conference rooms through daily cleaning of tables, chairs, desks and organization of CMA marketing and promotional materials on display in each room
- Maintain overall cleanliness of CMA through daily dusting, sweeping and cleaning of furniture as needed to supplement nightly cleaning crew
- Review Event Space calendar for events; complete room set up and break down as needed for each event
- Process payment and refunds for Event Space rentals
- Cover phones and front desk for Receptionist lunch and breaks as needed
- Monitor stocking of office supplies in all 3 workrooms; notify the Receptionist of any items needing to be ordered
- Order and maintain stock of vending products i.e. beer and soda
- Organize closet space throughout building for maximum use of space and storage capacity
- Control and maintain stock of operational cleaning/utility supplies and provide Receptionist with list of monthly needs
- Assist Sr. Manager of Administrative Services with maintaining security access for garage and elevator as employees are hired and leave
- Assist Sr Manager of Administrative Services with notifying building management for repairs and services
- Water office plants on a weekly basis
- Break down empty boxes and take them to the dumpster
- Complete deliveries to and from the warehouse as needed

KNOWLEDGE, EDUCATION AND EXPERIENCE REQUIRED:

- High School Diploma or GED
- 1 to 2 years' experience in building maintenance and planning, including custodian duties
- Valid driver's license required as well as good driving record

SKILLS AND ABILITIES REQUIRED:

- Strong organizational skills
- Ability to follow written instructions and schedules
- Willingness to perform custodian duties as assigned
- Ability to operate company vehicle for deliveries/pickups
- Ability to handle physical requirements including lifting and moving objects 25-50 pounds
- Potential to perform handiwork duties as assigned (hanging level pictures, replacing carpet tiles, minor furniture assembly, using a drill)
- Effective oral and written communication skills
- Proficient in Microsoft Word, Excel, PowerPoint, and Outlook
- Ability to multi-task and work under pressure
- Ability to be flexible and adapt to change
- Display professional and positive demeanor
- Strong decision-making skills and sound judgment

PHYSICAL DEMANDS/REQUIREMENTS:

- Typically bending, crouching or stooping
- Frequent lifting of objects weighing 25 to 50 pounds
- Work environment contains dust, dirt, etc.
- Typically standing or walking
- Need to distinguish between shades of color
- Climbing ladders
- Frequent lifting of light objects.

To apply, please submit your cover letter and resume to mhewett@cmaworld.com.

The Country Music Association is an Equal Opportunity Employer.