



Malachite Management Inc

Job Description Association Administrator

Job Title: Association Administrator
Fixed-Term Contract Employee

Updated: April 7, 2014

The company:

Malachite Management Inc., part of the STEMCELL Group of Companies, provides association and conference management services to non-profit medical and scientific associations around the world. Malachite's vision is to connect with every health science professional in the world, our mission is to accelerate health sciences, and our core values can be summed up in three words: integrity, inspiration, ingenuity. The Malachite team is passionate about success and knows that our company's most valuable asset is our team. If you are a driven professional who shares Malachite's core values, we want to hear from you.

The Opportunity:

Reports to the Association Project Manager (PM) or Association Executive (AE), as appropriate. This is a full-time, fixed term contract employee, working from mid-May until mid-December, 2014.

Responsibilities include:

- Provide administrative support to AE, AM, and Coordinator of client team
- Coordinate society communications: Answer client phone lines and respond to inquiries via phone and email.
- Execute society marketing and promotional campaigns.
- Act as the main point of contact for society members
- Coordinate member databases
- Schedule committee meetings, liaise with AE, AM, PM to set agendas, transcribe/edit minutes from committee meetings/calls.
- Provide administrative support on major client meetings and conferences (eg. speaker management, registration)
- Support revenue generating activities.
- Other job-specific responsibilities as required.

Key/Unique Qualifications:

- University degree (business or science preferable) or equivalent professional experience
- Experience with databases
- Familiarization with Website content management systems

General team responsibilities include:

- Provide the highest standard of service to all Malachite clients.
- Participate in and contribute to Malachite corporate planning events, including regular staff meetings and strategic planning events.
- Contribute ideas and supporting initiatives to reach corporate goals.
- Other team responsibilities as required

Basic Qualifications:

- Proficient in Microsoft Office Suite
- Strong interpersonal and client service skills
- Excellent communication skills, verbal and written
- Highly organized
- Detail oriented
- Multi-tasking with number of team members
- Customer service oriented
- Thrive in multi-tasking, multi-party and deadline-driven environments
- Second language a plus
- Science background an asset

This is an opportunity to work with highly motivated colleagues in a science-oriented, creative and dynamic environment. We offer a competitive salary, excellent benefits and significant career development opportunities.

[Click here to apply.](#)