



NATIONAL STONE, SAND
& GRAVEL ASSOCIATION

Job Title: Executive and Office Administrator

Reports to: President & CEO

Status: Exempt

The National Stone, Sand and Gravel Association (NSSGA) is the leading voice and advocate for the aggregates industry. Our members – stone, sand and gravel producers and the equipment manufacturers and service providers who support them – are responsible for the essential raw materials found in every home, building, road, bridge and public works project and represent more than 90 percent of the crushed stone and 70 percent of the sand and gravel produced annually in the United States. In 2018, U.S. domestic production and use of construction aggregates amounted to 2.5 billion tons of crushed stone, sand and gravel—valued at \$25.1 billion. The aggregates industry employs approximately 100,000 highly-skilled men and women.

Position Summary

NSSGA seeks an experienced and highly professional Executive and Office Administrator to support the overall functions of the CEO and NSSGA office. The Administrator will handle all support functions for the CEO including travel arrangements, expense reports, and email communications. The role also liaisons with the Board of Directors and other external contacts frequently and requires top-notch communication skills.

Key Position Responsibilities

- Provide administrative support to CEO in managing phone, mail, calendar, and email communications, including managing and monitoring correspondence.
- Manage logistics of CEO's schedule, including scheduling meetings, preparation of materials, travel reservations, and coordinating/communicating with attendees.
- Reconcile and submit CEO's monthly expenses.
- Support preparation for and execution of Board meetings, including preparation of materials, meeting logistics, and meeting minutes and recordkeeping.
- Collaborate with the Communications team related to talking points, scripts, presentations, and Board communications as needed.
- Assist with preparation and monitoring of the Executive and Administration department budgets.
- Coordinate monthly all staff meetings and assist in planning staff events.
- Oversee overall office management function, which includes management of office supply inventory, office space upkeep, phones/mail, office security, and parking.
- Liaison with building management to address office space matters.



- Serve as point of contact for IT needs, including cell phone distribution, office equipment, and as primary contact with outsourced IT provider.
- Serve as liaison for all office vendors.
- Provide backup on office support functions including answering phones and greeting guests.
- Other duties as requested.

Background/Education Requirements

- A minimum of seven years of work experience in related positions providing logistical and administrative support to senior level managers in a corporate or non-profit organization office environment.
- Degree in communications or business administration or related field preferred.
- A positive and professional attitude with the ability to communicate with staff, leaders of the association, Board members, and external stakeholders.
- Ability to maintain the highest level of professionalism, discretion, and confidentiality.
- Outstanding organizational skills, excellent verbal and written communication skills and excellent proofing skills required.
- Ability to maintain flexibility in a fast-paced environment, meet deadlines, complete projects with accuracy and high attention to details.
- Ability to travel to several events a year.
- NSSGA is currently on a hybrid schedule of 2 days a week in the office. This role requires flexibility on work location and may at times require more than 2 days/week at the office site.

Please provide resume and cover letter to hr@nssga.org. Located in Alexandria, VA, NSSGA provides a supportive work environment, excellent benefits and competitive compensation.

NSSGA is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.

