



## **GSHRM Administrative Support Role**

### **Call for Proposals from Independent Contractors**

Approximately 10 hours per week

\$22.50 per hour

Remote work with some in-person work sessions and meetings

Submit proposals to [greenvillehr@gmail.com](mailto:greenvillehr@gmail.com), Attn: Operations Director

Posted 1/4/2022

- **At the direction of the Operations Director:**
  - Post content on the GSHRM website using the GSHRM association management software
  - Set up and send newsletters, updates, meeting notifications, surveys, and other correspondence to members using the GSHRM association management software
  - Provide information to event venues regarding catering orders, technology needs, venue set up, headcounts, etc.
  - Assist with meetings in person or online as negotiated
  - Assist with meeting evaluation surveys and other meeting follow up
  - Respond to GSHRM and SHRM reporting and audit requirements
  - Take, edit, distribute, and file meeting minutes
  - Organize and maintain the chapter's folders, files, and documents using GSHRM's software platforms
  - Respond to member and nonmember emails as directed
  - Other duties as assigned
  
- **Essential skills**
  - Excellent communication skills (all forms of communication)
  - Excellent customer service skills
  - Outstanding software skills including Word, Excel, PP, SurveyMonkey, Wild Apricot, and other software programs as utilized by GSHRM
  - Ability to take direction and ask clarifying questions as necessary to perform tasks appropriately and as assigned
  - Superior organizational skills
  - Ability to effectively self-manage one's own work schedule
  - Ability to track, prioritize, and complete tasks as assigned
  - Dependable in communicating about and completing tasks as assigned