

Morgan Data Solutions
Part Time Association Account Manager

Morgan Data Solutions (MDS) is a growing association management company founded in 2001 currently serving 5 organizations with full service management and over 15 clients with database, financial and communications services. Clients are local and statewide representing professionals in Human Resources, Education, Meeting Planning and Philanthropy. Our commitment to technology, customer service and financial accountability are the foundation for our success.

MDS is currently seeking a Part Time Association Manager to assist with the day to day operations of the associations served providing outstanding member and administrative support and coordinating the services necessary to comply with association bylaws, policies and MDS performance standards.

Current need is 20-25 hours per week from 8am to 1pm Monday thru Friday. Starting hourly wage is \$14 - \$16 per hour.

Qualifications

- Must have the ability to communicate accurately and clearly both orally and in writing
- Strong communication and interpersonal skills (customer service)
- Proficient technology skills (computers, internet, e-mail, Microsoft office products)
- Pleasant telephone manner
- Strong office and organizational skills
- Demonstrated self-starter
- Ability to think on feet and work independently
- "Can do" approach to work
- Excellent problem solving and people skills also required.

Desirable, but not mandatory:

- Web content and email system management
- Experience using standard accounting practices (Quickbooks)
- Database membership management

Duties

- Primary phone coverage (first to answer all incoming calls)
- Email support
- Post registration and purchase transactions into membership database
- Assist with bookkeeping/accounting/deposit functions as appropriate
- Database management to include adding, deleting and updating member records
- Meeting management responsibilities to include production and distribution of meeting rosters and reports, facility coordination, badge production and attendee communication
- Sort and distribute incoming mail
- Coordinate and retrieve advertising for appropriate communications
- Oversee all aspects of publication orders including inventory and maintenance of inventory
- Office manager responsibilities to include supply inventory and ordering
- May be called upon to assist with special projects and assume responsibility for the development, administration, and promotion of specific projects, as required
- Perform other duties as assigned

Application

To be considered, please send a letter of interest and resume to Morgan Data Solutions, c/o Christopher Dyer, 2830 Agriculture Drive, Madison, WI 53718 or send by email to cdyer@morgandata.com . No phone calls please.