Established in 1941, Central Atlanta Progress, Inc. (CAP) is a private, not-for-profit corporation comprised of Atlanta business leaders, property owners, and institutions working with each other and various government entities to help build a better Downtown. CAP carries out research and planning and acts as a catalyst for a wide range of programs and projects aimed at improving Downtown Atlanta. CAP manages the Atlanta Downtown Improvement District (ADID) which, since 1995, has strived to create a safe, attractive and livable environment for Downtown.

Central Atlanta Progress is seeking a highly motivated candidate to fill the position of Administrative Assistant.

The Administrative Assistant will be responsible for the following duties and tasks:

**Reception/Front Desk**
1. Maintain the Front Desk from 8:00 a.m. until 5:00 p.m. Monday through Friday and provide a welcoming and friendly presence.
2. Answer telephone and direct callers to appropriate staff members or provide information as needed.
3. Greet and direct visitors to appropriate staff members or meetings/events.
4. Retrieve, sort and distribute all incoming mail.
5. Maintain order and cleanliness of the front lobby, conference rooms and kitchen on a daily basis.

**Office Coordination**
6. Maintain inventory of all office supplies and kitchen supplies including ordering, receiving and stocking.
7. Coordinate and order food for office meetings including all Board of Director and Executive Committee meetings.
8. Establish relationship as a primary contact with vendors associated with copiers, fax machines, postage machine and the telephone system, and have firsthand knowledge of said items for the purpose of training and ongoing research of improved and more efficient systems.
9. Coordinate with HR Manager to ensure that CAP is in compliance with regulations of the Occupational Safety & Health Administration (OSHA) and ensure that health and safety policies and procedures are reflected and in practice at all times.
10. Establish relationship with office building facilities management and be the liaison for any building support needed including attendance at all building management meetings and service as the Safety Captain and Fire Warden.
11. Plan and implement occasional and seasonal internal office events.

**Administrative Support**
12. Support organization Boards of Directors by contacting members to confirm meeting attendance and attending meetings to take minutes
13. Assist in maintaining contact database by adding new contacts
14. Provide administrative support to CAP staff members as schedule permits
15. Other duties may be assigned to meet the needs and priorities of the company.

**Work Experience and Skills Desired**

- A successful candidate must be able to present him or herself with a positive attitude at all times.
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- The candidate must be able to manage multiple tasks even as priorities may change and work independently as well as with the team.
- The candidate must have a good working knowledge of the various computer applications within the Microsoft Office environment (word processing, spreadsheets, databases, email and internet software).
- A bachelor’s degree is preferred.
- The candidate should have a minimum of three years’ work experience in a related position, or equivalent experience and knowledge.

Salary and Benefits

Salary is dependent upon experience and qualifications and is based on a 40-hour work week.

Benefits include access to health and dental insurance, long-term and short-term disability insurance, life insurance, a 401(k) deferred compensation program (including matching), transit/parking assistance, vacation and sick leave, and ten paid holidays.

CAP is an equal opportunity employer.

To Apply

Interested applicants should e-mail a letter of interest and résumé to Erin Ross, Human Resources Manager, at eross@atlantadowntown.com. No phone calls please.