Southern U.S. Trade Association (SUSTA)
Employment Opening – Office Manager

The Southern U.S. Trade Association (SUSTA) is a nonprofit trade association that helps small U.S. companies promote value-added food and agricultural products to foreign markets. The full-time Office Manager coordinates and oversee administrative duties to ensure that SUSTA’s office operates efficiently and smoothly.

**Job Responsibilities:**

- Answer all incoming phone calls in a very courteous and professional manner.
- Greeting all visitors to the office upon arrival so that clients and visitors receive a positive impression of SUSTA and a warm welcome.
- Mail pickup and distribution.
- Maintaining a required level of office supplies on a regular basis using the office inventory system, so that all staff are able to conduct their responsibilities without interruption.
- Ensure all office machines and equipment are in good order at all times.
- Maintain order and organization of all public office space so the office functions in an orderly manner, and the environment is conducive to productivity.
- Coordinate SUSTA spring and fall meeting and other related SUSTA meetings.
- Responsible for making sure computers and telephone systems are operating efficiently and all equipment and software is up to date.
- Track spending on various office related expenses by completing monthly budget reports.

**Job Requirements:**

**Education:**

- Candidate must possess at least a Bachelor’s Degree or 3 years of work experience in business administration, office management, or customer service.

**Experience & Skills:**

- Applicant must have strong customer service skills, with a certain level of assertiveness, and be detailed oriented.
• Must be able to handle multiple requests at once and maintain very good relationships with vendors.
• Should be skilled in the use of Microsoft word, access and excel.
• Must be very organized, accurate and deadline-driven.
• Must have great communication skills.

This is a full-time entry-level position located at SUSTA’s headquarters in New Orleans, Louisiana.

SUSTA offers the right candidate a very competitive salary starting at $45k and benefits package, including 403(b) savings, health, dental, and life insurance, paid vacation, paid sick time, paid parking, and paid holidays.

Resumes will be accepted until Friday, August 11, 2023.

Please send a résumé and a list of three references to:

Southern U.S. Trade Association
ATTN: Human Resources
701 Poydras Street
Suite 3845
One Shell Square
New Orleans, LA  70139-7774

Or

HR@susta.org

SUSTA does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation or marital/family status. Persons with disabilities, who require alternative means for communication of program information, should contact us. SUSTA is an Equal Opportunity Employer.