

Are you prepared to make a substantial impact and assume a pivotal role in driving professional development initiatives at PPAI? We are seeking a dynamic person to join our team as a Professional Development Administrative Assistant. If you possess a passion for facilitating learning opportunities, delivering exceptional customer service, and ensuring the seamless coordination of events, then this opportunity is tailor-made for you. This position is an opportunity for growth in a department that is scaling and is responsible for educating the promotional products industry.

Promotional Products Association International has worked to unite and advance our marketplace while serving the member community as its most devoted advocate since 1903. The industry's largest non-profit trade association, we are guided by 15,000 member companies to create solutions, provide resources, share information, and lead. Our message is that Promotional Products Work!

#### Responsibilities:

- Exemplary Customer Service: Become an integral part of our team of adept communicators efficiently managing inquiries regarding our professional development programs via email and phone.
- Event Support: Prepare and organize onsite event materials, ensuring a seamless and memorable experience for all participants under the guidance of the Professional Development Manager Conference and Events.
- Professional Development Logistical Administration: Manage our Learning Management System (LMS) to perfection, ensuring smooth operations for all posted content, quiz and transcripts. Load credits and execute reporting as needed.
- Minor copy writing and graphic design execution.
- Flexibility and Adaptability: Embrace unforeseen challenges and new tasks with enthusiasm. As a go-to team player, you will demonstrate flexibility and unwavering dedication to the success of our projects.

#### Qualifications:

- High School Diploma required; College education preferred.
- Proven expertise in customer service and administrative support roles.
- Proficiency in Microsoft Word, PowerPoint, Excel, and Teams. Familiarity with HubSpot, Riverside and Canva preferred.
- Meticulous Attention to Detail: Demonstrate a meticulous approach to tasks, ensuring flawless execution of every detail while meeting deadlines.
- Strong Communication Skills: Clearly articulate instructions and communicate effectively with stakeholders.

- Commitment to Accuracy: Possess a keen eye for detail, accurately reviewing documents and correspondence for completeness and correctness.  
Ready to embark on this enriching journey? Apply now!

Featured Benefits:

- Comprehensive Medical, Vision, and Dental Insurance
- 401(k) Retirement Plan
- Disability Insurance Coverage
- Tuition Assistance Program