

Community job opportunities



United Way of Miami-Dade

Southern Florida Minority Supplier Development Council, Inc.

Position: Member Services Coordinator

Report to: President & CEO

General Responsibilities/Duties

- Assist with the day-to-day operations of the SFMSDC office including but not limited to answering the phone and greeting guests, data entry and responding to inquires
- Assist with mailings
- Assist in the planning of events
- Assist with certification process of MBEs and Corporate members
- Enter and maintain MBISYS data in the system
- Update mailing list and database
- Inventory supplies
- Filing
- Process payments and deposits
- Perform MBE searches for corporate members
- And all other duties as assigned by the President

Requirements

- Data entry experience
- Type at least 30 wpm
- Excellent communications skills (oral and written)
- Must be computer literate, including experience with Microsoft Office, Excel and PowerPoint
- Must be very positive and solution-oriented and be able to multi-tasked, with an ability to work well with diverse people. Great people skills, a must!

Salary Range: \$27,000-\$30,000

Benefits

- Two weeks vacation
- Health insurance (paid 100% by employer)
- Seven paid holidays
- 401k plan (after one year of service)
- Term life insurance (paid 100% by employer)
- Disability (paid 100% by employer)

- 5 sick days
- Employee training

Email resume to Beatrice@sfmsdc.org or fax to (305) 762-6158.