

Invitation for Bid

Executive Administrator

The ISM-KC Board of Directors is announcing an Invitation for Bid for candidates who are interested in applying for the Executive Administrator Position. The Executive Administrator supports the activities and procedures that help guide ISM-KC toward meeting its Mission as follows:

“Members of ISM-KC, Inc. are recognized as world-class supply chain professionals. ISM-KC serves as a center of excellence in establishing and maintaining best-in-class professional standards of competency and ethical conduct for its members and matters pertaining to research, education and certification.”

The job descriptions are to:

- Attend monthly Board Meetings, Committee Meetings and special Ad Hoc Committee meetings as required by the Board of Directors.
- Attend the (bi-) annual Strategic Planning Meeting(s) and participate in the planning of the education programs and strategy development that support ISM-KC Mission.
- Maintain the master calendar of events, meetings and activities and publish to the appropriate Members as requested by the ISM-KC Board of Directors.
- Maintain the Membership roster with ISM-International and administer the Membership billing program bi-annually.
- Become the ISM-KC “power user” of CVENT affiliate management tool to invoice ISM-KC Members, create Education/Program invitations, create Member e-mail blasts announcing events and reminder notices & create Member Surveys as requested by the Board of Directors, Standing Committees and Special Ad Hoc Committees.
- Record income and reconcile with the Treasurer monthly all revenues and expenses from Education/Program Events.
- Create reports, event rosters, continuing education hour certificates and other documentation as required by the ISM-KC Affiliate.

The qualifications of the person applying should be to have the following:

- Highly self-motivated person who can effectively work with minimal supervision and can accurately complete projects on time.
- A computer with access to the internet and possess strong computer skills in CVENT, Excel, PowerPoint, Word and Outlook.
- Be able to travel to meetings around the Kansas City metropolitan area or have phone access for conference calls.

A detailed statement of work and RFQ response form can be found under general information at www.ism-kansascity.org.

The successful candidate will enter into a 3-year service agreement with ISM-KC.