

Administrative Services Supervisor (full-time remote position)

TDA Consulting, Inc. (www.tdainc.org) – a national government contractor that provides affordable housing and community development training and consulting services to federal, state, and local governments nationwide – is seeking an Administrative Services Supervisor. The successful candidate will have a substantive role in shaping and carrying out the policies and procedures that drive the day-to-day activities that support the company's operations and will gain hands-on experience associated with the delivery and coordination of training and consulting services. Applications will be accepted from candidates throughout the U.S.

The Administrative Services Supervisor will support TDA in the following ways:

- Coordinate the work of the administrative support department to ensure adherence to quality standards, deadlines, and proper procedures, correcting errors or problems
- Monitor day-to-day activities to ensure compliance with applicable regulations and laws, the satisfaction of clients, and resolution of any problems that arise
- Analyze internal processes; recommend and implement procedural or policy changes to improve operations
- Coordinate logistics for training and consulting activities, including site procurement, audio-visual equipment, catering, signage, special needs requirements, printing, and shipping
- Handle marketing and registration activities for training events
- Provide technical support for online meetings, online training programs, and other technology supported consulting activities
- Maintain databases on the company's training and consulting clients, participants, activities, and outcomes
- Maintain electronic recordkeeping to ensure required documentation is current and available to staff and clients
- Assist with the coordination and development of business development proposals and funding applications
- Research issues related to the company's consulting services and assist with developing manuals and other learning materials, preparing studies, and carrying out other project activities
- Coordinate activities with other departments and provide support to managers and consulting staff

Supervisory experience is required. The ideal candidate will also have:

- Attention to detail
- Ability to manage multiple priorities simultaneously
- Ability to work effectively on a team
- Working knowledge of Microsoft Office applications
- Positive attitude
- Excellent communication skills
- Demonstrated customer service experience working in a fast-paced environment
- Knowledge of event management and online event registration systems
- Experience working with webinar applications and/or learning management systems
- Bachelor's degree in business, communications, or related field
- At least 8 years of experience in the field of training and technical assistance, community development, and/or public administration
- Education at an accredited college or university may be substituted for up to four years of the required experience if it demonstrates the knowledge, skills, and abilities necessary to perform the duties of this position

TDA Consulting, Inc. offers a competitive salary and benefits package.

TDA is an Equal Opportunity Employer.

Interested candidates should email a cover letter and resume to HR@tdainc.org.

