

Job Title: NACD Operations Manager

Job Description: The NACD Operations Manager is a part time position that is responsible for the daily operations of the Association. Duties include:

- Receives work direction and supervision from the General Manager.
- Per direction from the General Manager - Fulfilling orders for NACD products. This includes accepting the orders, retrieving the products from the NACD storage facility, properly labeling and packaging the products and shipping.
- Per direction from the General Manager - Handling customer requests regarding products, order status and any other issues related to the order fulfillment process.
- Keep the inventory accurate and inform the General Manager or the Board of Directors when inventory needs to be replenished.
- Assist the Training Director, as needed, in issuing and shipping of certification cards and paperwork.
- Assists the General Manager in reporting business details to the Board of Directors.
- Assists the Journal Editor in shipping and distributing The NACD Journal to business, NACD business facilities, and others as needed.
- Is available to assist in setting up and running various NACD functions, such as the annual Fall Seminar, NACD Safety Day, quarterly board meetings, instructor courses and other NACD events.

Pay Range: \$8 - \$12 per hour, depending on experience. This is a non-exempt position that requires submittal and approval of time sheets. The position requires up to 20 hours a week to perform all duties.

Location : The NACD storage facility resides in High Springs, Florida. This position requires physically going to the storage facility on a daily basis.

Position Description last updated 2/3/2013.