



NEWPORT BEACH & COMPANY

Company: Newport Beach & Company

Position: Director of Administration

Job Type: Full-Time Employee

Reports To: Chief Financial Officer

Summary of Position

The Director of Administration for Visit Newport Beach is a leadership role responsible for overseeing the organization's daily administrative operations and maintaining operational excellence. This position requires the ability to manage multiple priorities and work effectively under pressure in a fast-paced, dynamic environment with a focus on achieving organizational goals. This position plays a critical role in ensuring the success and growth of the DMO by driving administrative excellence, supporting human resource and administrative initiatives, and fostering strong relationships with key stakeholders.

Duties and Responsibilities (including, but not limited to the following):

ADMINISTRATION

- Review current office practices and develop and implement operational policies, procedures, and best practices
- Work with the various departments to create job descriptions and assist with HR document preparation for onboarding new hires
- Work closely with the staff on Visa expense reporting. Assist with Executive's Certify where needed
- Assist with managing administrative vendors such as the IT company, the Irvine Company, Brivo (door security), copier leasing company, etc
- Coordinate any office maintenance requirements with the property management company or with outside vendors as required
- Responsible for issuance to and collection from employees with respect to office keys/building access cards and IT equipment
- Assist Executives with travel plans including booking flights, hotels, transportation, and restaurants, if needed, and prepare travel folios
- Complete projects and special assignments by establishing objectives; determining priorities; managing time; gaining cooperation of others; monitoring progress; problem-solving; and adjusting plans
- Monitor the general office and make changes to increase efficiency and ensure that the office is organized and maintained. Ensure all supplies needed including kitchen supplies are ordered
- Monitor the offsite storage for marketing and sales/general office use to maximize the monthly rent

HUMAN RESOURCE

- Work closely with the CFO to assist with on-boarding new hires and the off-boarding process
- Manage the annual performance review process to ensure they are completed on time
- Coordinate the annual insurance renewal and the meeting between the broker and CFO to discuss insurance providers



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TEAM MANAGEMENT

- Foster a culture of cooperation and inclusion
- Ensure effective communication and coordination across departments to achieve organizational objectives
- Supervise and motivate administrative staff and keep senior executives informed about changes in organizational procedures
- Plan monthly Staff Meetings/lunches, weekly breakfasts, team-building opportunities, and annual retreats

STAKEHOLDER ENGAGEMENT

- Build and maintain strong relationships with key stakeholders, including local government, tourism boards, industry partners, and community organizations.
- Coordination of all monthly & quarterly Newport Beach and Co, Inc., and Visit Newport Beach Inc. Executive Committee and Board of Directors meetings. Responsibilities include but are not limited to correspondence with all Executive Committee and Board members, calendar meeting invites, taking minutes, preparing and sending all supporting documentation prior to each Executive Committee or Board of Directors meeting, preparation for the meeting including meeting room reservations, A/V, as well as food and beverage requirements
- Assist the NB Foundation with Board meetings by ordering their catering, taking and preparing minutes, and preparing the meeting packets

COMPLIANCE & RISK MANAGEMENT

- Ensure compliance with industry regulations, standards, and best practices
- Ensure annual employee compliance requirements are completed (e.g. sexual harassment, auto insurance renewal forms obtained, signed T&E policies, employment manuals, etc.)
- Identify and mitigate operational risks to safeguard Visit Newport Beach's reputation and assets

Qualifications

- Bachelor's Degree Preferred
- Minimum of 7-10 years of experience in the tourism, hospitality, or destination marketing industry.
- Extremely proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel); scheduling appointments/updating calendars
- Excellent knowledge of general office equipment including personal computers, multi-function copiers, and telephone systems
- Strategic thinking and problem-solving capabilities.
- Exceptional written, verbal, and interpersonal skills – this position communicates regularly with the community as well as Board of Director members and must represent the organization as a polished and consummate professional
- A self-starter who takes tremendous pride in their work, a strong work ethic, and a willingness to step in to get a project done
- Detail-oriented and exceptional organizational and multitasking abilities
- Ability to manage multiple priorities and work effectively under pressure in a fast-paced, dynamic environment with a focus on achieving organizational goals.
- Demonstrated ability to foster a collaborative and inclusive work environment.



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- Proactive and results-oriented approach to administrative management.
- Occasional travel may be required to attend industry events and meetings.
- Projects an enthusiastic and professional appearance

Benefits

- Hybrid Work Environment
- 401(k) voluntary employee contribution with up to 5% company match
- 401(k) automatic 3% profit sharing (no-match required)
- 9/80 Flexible schedule
- Flexible Spending Account
- 100% Company-Paid Health Insurance (employee only)
- 100% Company-Paid Dental, Vision, Disability and Life insurance
- Paid Time Off
- Paid Holidays
- New Employee Referral Program
- Education/Tuition Reimbursement
- Wellness Benefit
- Stay & Play Benefit
- Auto Allowance
- Cell Phone Reimbursement
- Home Internet Stipend
- Compensation level contingent upon experience and qualifications

Compensation: Salary range of \$75,000 to \$90,000 based on experience and skill

Schedule: Monday to Friday with optional 9/80 Schedule (every other Friday off)

If you feel you meet or exceed these qualifications, Visit Newport Beach, Inc. would love to hear from you.

Newport Beach & Company and Visit Newport Beach, Inc. are fully committed to Equal Employment Opportunity and to attracting, retaining, developing, and promoting the most qualified employees without regard to their race, gender, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by Federal or state law. We provide a work environment free from discrimination and harassment, and where employees are treated with respect and dignity.

The above position profile is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their manager in compliance with Federal and State Laws.