



NATIONAL STONE, SAND
& GRAVEL ASSOCIATION

Job Title: Operations Manager

Reports to: President & CEO

Status: Exempt

The National Stone, Sand and Gravel Association (NSSGA) is the leading voice and advocate for the aggregates industry. Our members – stone, sand and gravel producers and the equipment manufacturers and service providers who support them – are responsible for the essential raw materials found in every home, building, road, bridge and public works project and represent more than 90 percent of the crushed stone and 70 percent of the sand and gravel produced annually in the United States. In 2024, U.S. domestic production and use of construction aggregates amounted to 2.38 billion tons of crushed stone, sand and gravel—valued at \$39.8 billion. The aggregates industry employs approximately 100,000 highly-skilled men and women.

Position Summary

NSSGA seeks an experienced and highly professional Operations Manager to support the overall internal functions of NSSGA and the executive office. The Manager will ensure efficient office operations and seamless executive support. The role also liaisons with the Executive Committee and Board of Directors frequently, as well as other external contacts, requiring top-notch organizational and communication skills.

Key Position Responsibilities

- Oversee overall office management functions, which includes management of office supply inventory, office space upkeep, phones/mail, office security, and parking.
- Work with CEO to coordinate and support executive phone, mail, calendar, and email communications, including managing and monitoring correspondence.
- Manage logistics of CEO's schedule, including scheduling meetings, preparing materials, reserving travel, and coordinating/communicating with attendees.
- Support preparation for and execution of Executive Committee and Board meetings, including preparation of materials, meeting logistics, and meeting minutes and recordkeeping.
- Collaborate with the Communications team related to talking points, scripts, presentations, and Board communications as needed.
- Assist with preparation and monitoring of the Executive and Administration department budgets.
- Liaison with building management to address office space matters.
- Serve as point of contact for IT needs, including cell phone distribution, office equipment, and as primary contact with outsourced IT provider.
- Coordinate monthly all staff meetings and assist in planning staff events.



- Serve as liaison for all office vendors.
- Reconcile and submit CEO's monthly expenses.
- Assist with onboarding of new employees.
- Provide backup on office support functions including answering phones and greeting guests.
- Handle confidential information with discretion and maintain a high level of professionalism.
- Other duties as requested.

Background/Education Requirements

- A minimum of seven years of work experience in related positions providing logistical and administrative support to senior level managers in a corporate or non-profit organization office environment.
- Degree in communications or business administration or related field preferred.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- A positive and professional attitude with the ability to communicate with staff, leaders of the association, Board members, and external stakeholders.
- Outstanding organizational skills, excellent verbal and written communication skills and superb proofing skills required.
- Ability to maintain flexibility in a fast-paced environment, meet deadlines, complete projects with accuracy and high attention to details.
- Ability to travel to several events a year.
- NSSGA is currently on a hybrid schedule of 2 days a week in the office. This role requires flexibility with work location and may at times require more than 2 days/week at the office.

Please provide resume and cover letter to hr@nssga.org. Located in Alexandria, VA, NSSGA provides a supportive work environment, excellent benefits and competitive compensation.

NSSGA is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.

