

**Arkansas Mississippi Minority Business Council
Certification Manager
Job Description**

Oversees and manages the NMSDC Approved certification processes for the Arkansas-Mississippi Minority Business Council, offices out of Little Rock, AR. Reports to President

Duties and Responsibilities:

- Responsible for recruiting and educating potential MBE's on the benefits and services for being certified
- Updates AMMBC MBE website
- Updates NMSDC MBE website database MBYSIS
- Performs Certification File Reviews
- Coordinates Certification meetings
- Coordinates and Performs Site Visits through out service area (Arkansas & Mississippi)
- Oversees MBE Accounts receivables; Coordinates with President
- Oversees MBE Renewals
 - Mails Notice Letters and Invoices
 - Mails out Certification Certificates (new and renewal)
 - Mails out Denial Letters and notifies NMSDC by the 5th day of the following month
- Monitor media coverage of Arkansas & Mississippi areas
- Serves as Quick Response administrator
- Performs MBE Orientations addressing certification processes
- Answers questions about web site, database, certification and events
- Composes and Creates a re-occurring quarterly e-NewsGram article pertaining to certification

Knowledge, Skills, and Abilities:

Ability to accurately multi-task
Exhibit professional protocol
Capacity to perform accurate data entry updates
Microsoft program proficient
Internet proficient
Bilingual, desired

Salary

\$28,000 – 35,000

Incentive Plan based on performance

Closing Date: June 22, 2007

Send Resume to:

AMMBC

Attn: Nicki Barnes

300 S. Spring, Ste 604

Little Rock, AR 72201