

Job Posting: Administrative Assistant

The Chamber – Serving the Meeker County Area

Job Summary:

The Administrative Assistant at The Chamber - Serving the Meeker County Area plays a crucial role in providing administrative support to ensure the smooth functioning of the chamber's daily operations. We are seeking a detail-oriented individual with excellent organizational and communication skills, as well as the ability to multitask efficiently.

Key Responsibilities:

Office Management

- Greet and assist visitors, members, and other stakeholders.
- Manage incoming calls, emails, and correspondence, directing them to the appropriate individuals.

Membership Support

- Assist in maintaining accurate and up-to-date membership records.
- Handle inquiries and provide information to existing and potential members.
- Process new memberships and renewals.

Event Support

- Assist in the planning and coordination of chamber events, including seminars, workshops, and networking sessions.
- Prepare event materials, coordinate logistics, and provide on-site support during events.

Communication

- Draft, proofread, and edit official chamber communications, including newsletters, press releases, and other announcements as needed.
- Assist in managing the chamber's social media accounts and website content.

Administrative Assistance

- Provide administrative support to the Executive Director and various committees.
- Schedule appointments, meetings, and conference calls.
- Assist in preparing reports, presentations, and other documents as needed.

Record Keeping

- Maintain accurate and organized records, including meeting minutes, financial documents, and other important files.
- Ensure compliance with record-keeping policies and procedures.

Technology Proficiency

- Utilize office software, databases, and other tools to perform tasks efficiently.
- Stay updated on relevant technology and tools for administrative tasks.

Qualifications

- High school diploma or equivalent; additional education or certifications in office administration is a plus.
- Proven experience as an administrative assistant or in a similar role.
- Excellent organizational, time-management, and multitasking skills.
- Strong written and verbal communication skills.
- Proficient in using office software and familiarity with social media platforms.
- Ability to work independently and collaboratively in a team environment.
- Professional demeanor and strong interpersonal skills.

Note: This job description is a general outline of the key responsibilities and qualifications for the position. Additional duties may be assigned as necessary.

To apply, please submit your resume and cover letter to eric.johnson@andersonchemical.us.
Application deadline: Monday, February 19 at 11:59 PM

The Chamber is an equal opportunity employer.