

# Administrative Assistant

The Chamber – Serving the Meeker County Area

## Work Schedule:

Typically Monday-Friday, 8:00 AM - 4:00 PM, with occasional evening and weekend hours as needed.

## Potential Benefits:

- Paid holidays
- Paid time off
- Health insurance
- Bonuses

**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. This position requires 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, QuickBooks, 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, QuickBooks, 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.