



## **Cheboygan Area Chamber of Commerce Guest Services / Administrative Assistant**

As a member of the Staff of the Cheboygan Area Chamber of Commerce, you will be critical in advancing the mission, vision, programing and events of the Chamber of Commerce and providing outstanding customer service to our members, residents and seasonal visitors. You will be required to be professional and cordial each and every day, assuring that individuals are left with a positive impression of the Chamber – and our community.

### **Requirements:**

- A desire to see Cheboygan grow and prosper with a strong and positive Chamber of Commerce.
- Positive attitude, even-tempered, able to work through problems to get the job done
- Optimistic and upbeat.
- Willingness to be helpful and to go the extra mile to support member businesses and guests.
- Excellent organizational skills and attention to detail with the ability to think outside of the box.
- Ability to multitask and be adapt on the fly in a fast-paced environment.
- Familiarity with and ability to utilize technology including social media platforms.
- Cordiality, professionalism.

### **Job Duties and Expectations:**

- Serve as the primary receptionist at the front desk of the Chambers Office.
- Maintain brochure racks, displays and public sign board.
- Answer telephone and email inquiries.
- Assist guests with directions to Chamber Members and area attractions.
- Help develop and distribute brochures, posters, invitations and general community information.
- Assist with updates on Chamber website, Chamber Newsletter and social media platforms like Facebook etc.
- Professional appearance and dress. No jeans, visible tattoos, or unnatural hair color.
- Responsible for maintaining the cleanliness and professional appearance of the Chamber Office and facilities.
- Additional Duties as may be assigned for the smooth operation of the organization.

### **Schedule:**

- A flexible 20-24 Hours per week with overtime available for additional hours over 40 that may be required. Actual schedule may be very fluid depending on the programing of the Chamber.
- Attendance at some chamber events which may include some evenings and weekends.

### **Compensation:**

- Hourly rate of pay \$12.00 per hour with the chance for advancement as the organization grows.