

Administrative Assistant Needed

Status: Full Time

Salary: \$12 - \$18 per hour based on experience

Reports to: President & Vice President

Office Hours: 8:00 A.M. – 5 P.M., with some early mornings/late evenings

Immediate opportunity for an Administrative Assistant for a small, but busy office in Van Nuys. VICA is a non-profit business advocacy organization whose mission is to encourage and enhance the economic vitality of the greater San Fernando Valley Region by advocating on behalf of its business community.

Position Summary: The Administrative Assistant is the face of VICA for most visitors and many VICA members. While duties range from managing the front desk activities to compiling event registration, the first priority of the Assistant is always the person who calls in or walks through the front door.

Responsibilities and Duties:

- Greets visitors and guests both in person when in office and answers incoming VICA phone lines – provides answers to general VICA questions and directs calls to appropriate staff person
- Distributes daily mail and processes checks and deposits on a weekly basis
- Accepts and logs event registration – enters into database, creates attendance reports, nametag creation, etc.
- Trains and manages interns as appropriate
- Maintains office supplies and inventory, including VICA brochures, letter head, pens, paper, etc.
- Responsible for keeping the office clean and clutter free
- Keeps database current
- Maintains the Presidents calendar, including scheduling meetings
- Maintains the event calendar in the database
- Maintains the membership records of VICA – including welcome packets and membership packets
- Completes assigned activities within the prescribed time limits allowed.
- Acts as a liaison for repair people – calls computer tech, copy repair, etc. as needed
- Tracks and replenishes postage internally and at bulk mailing
- Contacts committee members regarding attendance at meetings
- Responsible for meeting material preparation
- Preps correspondence that goes out to members and non-members
- Tasked with emailing notices, memos and monitoring responses
- Provides assistance with membership-related activities
- Sets up in-office meetings including food service, coffee, etc.
- Assists all staff with different administrative duties
- Other duties as assigned

Knowledge, Skills and abilities we are looking for:

- Ability to communicate clearly and concisely, both orally and in writing
- Possess general knowledge of business practices, operation and needs
- Multitasker
- Customer contact experience
- Personable
- Professional appearance
- Excellent telephone skills
- Computer knowledge, including outlook, internet and Microsoft office (especially excel). ChamberMaster experience or database experience a plus
- Being a flexible team player is a must, due to multiple work assignments, changing deadlines, often busy phones and volunteer requests

This is an excellent opportunity for individuals looking to get a foot in the door or for someone looking to work full-time in a stable, high profile organization. Any knowledge of community and political issues is a plus.

Apply today by emailing your resume & cover letter, salary expectations and two samples of letters (one - a generic thank you letter to a sponsor of an event, two – a short memo requesting a meeting between the VICA President and a member) to jessica@vica.com.

Contact Information:
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