

St. Marys Area Chamber of Commerce

Administrative Assistant

Accountability

Employed by the Board of Directors and responsible to the Executive Director

Purpose of Position

To provide administrative support and coordination under the direction of the Executive Director to the St. Marys Area chamber of Commerce.

Responsibilities

- Ambassador to those entering our organization. Timely, friendly and professional response to the Director, members and the community
- Serves as an assistant to the Director to support and open up time and maintain organization
- Works effectively in a team environment and independently in an organized manner
- Knowledge of computer software program - Office and its applications (Microsoft Word, Excel, Access, Publisher), QuickBooks and Power Point
- Trustworthy and honors confidentiality
- Data entry is accurately recorded
- Maintain and update Chamber Member information in agency management software
- Punctual to work and in completing work
- Skilled in use of internet and Facebook
- Incoming and outgoing correspondence handled promptly
- Prepares and mails invoices
- Prepares and sends an email blast of the Membership Spotlight sent monthly and the Chambergram sent bi-weekly.
- Maintain and clean office and office equipment
- Coordinates the scheduling of meetings and activity notification with follow-ups including taking minutes and preparing document storage for quick and easy access as directed
- Appropriate data research and record retention
- Attendance of functions as requested including bi-monthly Business After Hours, St. Marys SummerFest and other Chamber sponsored events
- Prepares and facilitates the accurate record keeping for the Chamber Gift Certificate Program
- Prepares publications as directed
- Maintains inventory of merchandise and office supplies and orders as directed
- Prepares mailings
- Updates Chamber publications on a regular basis and maintains an adequate supply of materials.
- Picks up mail / Drops of mail daily
- Serves as the office receptionist and transfers call
- Records minutes of festival meetings and works the Chamber booth during the festival

- Attends and assists with activities associated with the Golf Outing, Annual Meeting, Grand Lake Marathon, and other Chamber standing committees.
- Updates Chamber website to keep information current and accurate for Chamber and members
- Bill & collect rent from apartment tenant and keep appropriate records
- Carries trash and recyclables to the appropriate areas as directed- Sweeps and cleans bi-weekly or as needed
- Fax, scan, and perform all administrative duties for the Chamber as directed
- Completes other duties as requested by the director
- Honors the integrity of our organization and the members/community we serve

Requirements

- Proven admin or assistant experience
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem solving
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficient with Microsoft Office and computers