

JOB DESCRIPTION
SYLVANIA AREA CHAMBER OF COMMERCE



ADMINISTRATIVE ASSISTANT
Part-Time, Hourly, Non-Exempt
SALARY: 15-20 Hours Per Week, \$15 per hour

DUTIES AND RESPONSIBILITIES

ACCOUNTABILITY: The Administrative Assistant is accountable to the Executive Director of the Chamber.

REQUIRED SKILLS: The Administrative Assistant must be a professional, highly motivated, detail orientated person to support the success of the Sylvania Chamber. Strong written and verbal communication, organization and telephone skills are also necessary.

QUALIFICATIONS

1. Must be proficient in Microsoft Office
2. Must be able to work independently and in a team setting
3. At least two years of administrative or customer service experience preferred

PRIMARY DUTIES & RESPONSIBILITIES

RECEPTION: Greet visitors at the Chamber office, answer telephone, provide information about the Chamber and answer questions regarding the Sylvania community in a friendly, personable manner.

ADMINISTRATIVE COORDINATOR: Work with Executive Director to create and document processes, assist with maintaining accurate meeting minutes and records; additional support duties as assigned.

OFFICE MANAGEMENT: Oversee everyday office functions, serve as point of contact for guests, maintain clean, stocked office environment.

EVENT SUPPORT: Work with Sylvania Chamber team to schedule, plan and implement chamber programming, meetings, and events.

CORRESPONDENCE: Prepares various types of correspondence including mailings, newsletters, various email communication. Keeps all written materials filed appropriately and creates new systems as needed.

PARTICIPATION AT EVENTS & ACTIVITIES: Availability to assists with chamber events, activities and meetings including leading up to the event and day of the event. Some functions will require heavy lifting. Some events will require evening and weekend participation.

OTHER: Perform other duties as assigned by the Executive Director

Application Deadline: open until filled.

To Apply: Submit cover letters and resume to TScott@sylvaniachamber.org.