



Administrative Assistant Job Description

Job Title: Administrative Assistant

Supervisor: President/CEO

Position Status: Position is PART TIME

(occasional weekends and evenings are required)

JOB PURPOSE

The Administrative Assistant ensures the efficient day to day operation of the office and brings value to the organization by offering effective and professional support to the Chamber management, Board of Directors and Staff.

DUTIES AND RESPONSIBILITIES

The Administrative Assistant will take direction from the President/CEO. The Administrative Assistant (AA) is responsible for the efficient operation of the Chamber office and will maintain a high level of professionalism.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Complete all assigned tasks accurately and on time.
- Answer multiline telephone, transfer calls, check messages on voicemail, take and distribute messages, and return calls when needed.
- Rent the Hut and make routine checkups for cleanliness. Make deposits, write refund checks and balance account monthly.
- Keep Chamber office clean and orderly.
- Maintain and keep current handouts, brochures, phonebooks, maps, welcome packets, directories and other Member and Chamber information.
- Invoice, collect and post membership payments.
- Process deposits, insure all checks are written and payments are mailed in a timely manner, and maintain accurate records in QuickBooks.
- Send Correspondence to Membership and Directors as directed by the President/CEO.
- Maintain, manage and organize files and membership data base within the electronic and paper filing system.
- Greet visitors to the office and provide necessary assistance.
- Update and ensure the accuracy of the organization's databases.
- Open and distribute mail according to proper procedures.
- Respond to and forward email inquiries in a professional and timely manner.
- Assist with all Chamber events, projects, initiatives, and any other deadlines as directed by the President/CEO, which may occasionally include evenings and weekends.
- Manage and maintain accounting records daily in QuickBooks. Familiarity with QuickBooks and the ability to organize and understand accounting files is an advantage.
- Maintain strict confidentiality and professionalism.

- Maintain the Chamber's daily calendar by planning and scheduling meetings, conferences, teleconferences, and travel with accuracy.
- Communicate daily schedule to the President/CEO and ready needed materials.
- Assist in the management of social media accounts, newsletter and the Chamber Webpage.
- Assist in maintaining a supportive working relationship with the organizations committees and volunteer network by offering assistance and effective communication when needed. Initiate e-mail meeting reminders as well as record and maintain meeting minutes for the Committees and Board Meetings.
- May occasionally be required to lift items up to 40lbs.
- All duties shall be completed in a safe manner.
- Other duties as assigned and deemed appropriate by the President/CEO.

EQUIPMENT & SOFTWARE USED

- Windows based computer systems
- Fax, Scanning and Copying using Professional Multifunction System
- Constant Contact internet-based mass communication system
- Eventbrite Event management program
- Chamber Nation (membership database system)
- Intuit QuickBooks and Payroll 2018 Desk Top version
- Adobe Photo Shop
- Facebook, Twitter, and Instagram
- YouTube
- Gmail
 - Google Drive
 - Google Calendar
 - Google Docs
- Microsoft Office
 - Microsoft Word
 - Microsoft Excel
 - Power Point

MINIMUM QUALIFICATIONS

- High School diploma or equivalent
- Secretarial/administrative experience with typing skills
- Computer and bookkeeping knowledge
- Strong professional communication skills, both oral and written
- Must work with minimal supervision, and have a high degree of professionalism and organization
- Excellent interpersonal relations skills and problem-solving skills
- Ability to manage and support the Chamber's office
- Ability to manage multiple tasks simultaneously and work independently

APPLICATION INSTRUCTIONS

- Send your resume with cover letter to Karen M. Rackley, President at karen@swcounty-chamber.com or mail to Sylvester-Worth County Chamber, PO Box 768, Sylvester, GA 31791. Salary will be commensurate with qualifications and experience. The Sylvester-Worth County Chamber is an Equal Opportunity Employer.

Revised April 2018