

Administrative Assistant Job Description

Position: Administrative Assistant

Reports To: Chamber Director

Employment Type: Hourly Pay, Part-Time.

Compensation: Based on Experience

Deadline for Application: Monday, May 1.

Chamber Mission: The Washington Chamber of Commerce is a non-profit organization that is membership-based and supported by local industries, governments, and individuals. Its mission, carried out by all employees, members and volunteers, is to promote a progressive business climate and to promote a high quality of life in the Washington Community.

Summary: The role of the Administrative Assistant is to assist the Director of the Chamber and member businesses in support of its mission. Key duties include: implements daily operations of the organization, manages office services, handles bookkeeping duties, manages the Washington Welcome Center, and attends appropriate Chamber events and other duties as assigned.

Personal Attributes: To appropriately meet the needs of the position, the Administrative Assistant is expected to:

- Possess a positive, engaging outlook.
- Enjoy a diverse work day.
- Present a friendly, welcoming, can-do attitude in interactions with co-workers, members and visitors.
- Handle a myriad of details and follow-up items.
- Communicate clearly & professionally.
- Represent the Chamber in a positive and professional manner at all times in the community.
- Possess outstanding organizational and interpersonal skills.
- Be comfortable meeting new people and socially approachable.
- Handle interruptions and changing situations.
- Work harmoniously, enthusiastically and cooperatively.
- Accomplish tasks both independently and with direction.

Responsibilities and Duties:

- Field incoming phone calls.
- Controls office supplies and inventory.
- Ensures that all proper community information is current and up to date, including documents, and membership database.
- Creates electronic community calendar, Weekly Features, and prepares e-newsletters.
- Maintains and updates the Chamber's website and social media channels.
- Compiles and assembles information for new member packets and sends or delivers information to prospective members.
- Assembles monthly board member packets, agenda, and prepares monthly financial reports. Attends monthly Chamber board meetings and records minutes, serving as Secretary to the Board of Directors.
- Participates in Chamber activities as assigned to promote and enhance the image and relationship of the Chamber with all groups and parties in the community.

- Prepares and provides press releases as assigned and other information to the appropriate media channels as necessary.
- Tracks the fiscal resources of the organization utilizing QuickBooks:
 - Enters the Annual Budget with line item identification of expenses and income for all activities of the Chamber for approval by the Board of Directors.
 - Reconciles accounts receivable and payable.
 - Provides monthly Financial Reports to the Director.
 - Prepares and distributes membership renewal invoices on an annual basis
 - Creates monthly statements
- Responsible for the management of the Washington Welcome Center, including:
 - Recruit, train, supervise and motivate volunteers
 - Schedule volunteer support at front desk to ensure coverage during business hours
 - Act as the employee on-call for volunteer cancellations
 - Maintain and replenish volunteer snacks, drinks and kitchenette
 - Organize, update and distribute Welcome Packets and Tourism requests
- Other duties as assigned.

Position Requirements:

- Prior experience as a receptionist, administrative assistant or office manager preferred.
- Ability to work a flexible schedule, with occasional hours during weekends or outside standard business hours, as needed, based on event and project schedules.
- Be proficient in using standard office equipment.
- Able to use computers, MS Office, Mac OS, QuickBooks and Google Programs. Knowledge of the Adobe Creative Suite is a plus.
- Willing to learn new software, as needed.
- Committed to maintaining the highest sensitivity to professional ethics and cultural diversities, treating all people equally and respectfully.

Application Requirements:

- Submit resume and cover letter to Chamber Executive Director, Michelle Redlinger, by May 1, 2017.
 - Mail: 205 W Main Street, Washington, IA 52353
 - Email: michelle@washingtioniowa.org

The Washington Chamber of Commerce is an Equal Opportunity Employer.