

Marion County Chamber of Commerce Receptionist/Administrative Assistant

Reports to President

Function: The Receptionist/Administrative Assistant shall be responsible for the Chamber reception, administrative duties and support services to ensure the efficient operation of the Chamber office and building.

Duties/Responsibilities

Successful candidate must be proficient in Microsoft applications such as Access, Excel, Word, Power Point, & Publisher, along with general bookkeeping practices. Knowledge of Quick Books is recommended, but not required. Must have reliable transportation and be willing to run Chamber errands as needed.

Reception :Handle all incoming calls, receive and direct visitors, maintain and distribute brochures and information, answer requests in a timely and pleasant manner

Administrative: Handle correspondence, assemble mailings, clip and file news articles, maintain office machines. Responsible for typing, copying, faxing, mailing, making phone calls, and making daily bank deposits, run Chamber errands and make deliveries to Chamber members. Monitor building/office supplies and purchase items as needed following set budget.

Support Services: Assist the President, Program Director, Board Chairman, Board members whenever needed. Assist in setting up meetings, sending reminder notices, and copying material. Assist in tracking and evaluations of events.

Record Management: Shall update and maintain all building leases, contracts, organize and submit all invoices, assure payments are made in timely manner, collect and deposit all income, attend meeting, when required, and record appropriate minutes for distribution.

Training: May be required to receive additional training to ensure efficient operation levels.

Building Admin. Assist in maintaining proper condition of Chamber building including proper record keeping of tenant leases, communicating concerns to maintenance contractor, interior and exterior seasonal upkeep, and responding to tenant concerns in timely manner. The Receptionist/Administrative Assistant shall perform any other duties as assigned or needed to ensure the efficient and effective operation of the Marion County Chamber of Commerce.

This position will work a full time, 40 hour per week shift with some evening and weekend events. Normal office hours are Monday-Friday 8:30 AM – 4:30 PM. Work hours are subject to change.

Send resumes to tms@marionchamber.com