

# **Boaz Area Chamber of Commerce Administrative Assistant**

**REPORTS TO:** Chamber President

**SUMMARY:** Under minimal supervision, the Administrative Assistant will perform reception related duties for both the Chamber of Commerce and the Better Business Bureau. In addition, the Administrative Assistant will perform clerical related duties for the Chamber of Commerce & President as assigned.

## **DUTIES AND RESPONSIBILITIES:**

### **1. Community Information Assistance**

- a. Professionally greet and serve our customers, members and visitors in person and by phone.
- b. Maintain brochure racks in the lobby – keep neatly organized and filled with brochures and other information. Responsible for calling and asking for additional lobby information as needed.
- c. Prepare and mail request packages.

### **2. Administrative & Clerical Duties**

- a. Assist the President with various projects.
- b. Responsible for scheduling all and maintaining the board & meeting room calendar.
- c. Make sure the office is always stocked with office supplies, cleaning supplies, toiletries, etc.
- d. Call all committee members the day prior to a meeting and remind them of the meeting date, time and location.
- e. Be at the chamber office 15 minutes prior to all committee meetings to prepare for meeting.
- f. Prepare and fax or e-mail committee member meeting notices 5 days prior to the meeting date.
- g. Complete copying and all bulk mailings as well as other various chamber mailings.
- h. Maintain accurate time sheet for yourself and turn in at the end of each pay period.
- i. Retrieve voice mail messages daily.
- j. Responsible for compiling the list of R.S.V.P.s for Chamber events.
- k. Preparing minutes of Chamber board meetings
- l. Preparing notebooks for Chamber board meetings.
- m. Order office supplies for Chamber as needed.

### **3. Financial Duties**

- a. Handle cash sales.
- b. Responsible for all invoicing for events, sponsorships and meetings, etc.
- c. Keep updated files on all Accounts Payables/Receivables.
- d. Prepare bookwork at the end of each month and deliver to the Chamber President.

### **4. General**

- a. Complete additional projects and various other clerical duties as assigned.
- b. Responsible for arriving promptly at 8:00 a.m. and preparing office for the day including turning equipment on, checking and distributing incoming faxes and preparing coffee when requested.
- c. Daily Office Appearance: Assist with keeping your work area neat, lobby & kitchen properly maintained, and cleaning the board table after meetings.
- d. Maintain accurate time sheet and give to President at the end of each pay period.
- e. Help coordinate other events as they are planned.
- a. Handle special projects and solicit needed materials and door prizes for various projects
- b. Attend and help set up all events, projects and meetings as requested
- f. Responsible for assisting the President with the various committee activities and events.

## **Knowledge, Skills, and Abilities**

- a. Knowledge of modern office and secretarial procedures and methods, including telephone communications, office systems, and record keeping.
- b. Knowledge of modern business communication, including style and format of letters, memoranda, minutes and reports.
- c. Knowledge of English grammar, business English, spelling and punctuation.
- d. Knowledge of filing and records management to include types of filing system, steps in filing, indexing, control of documents in storage, retrieval of records, and transfer and storage of documents.
- e. Knowledge of Boaz Area Chamber of Commerce policies.
- f. Skills to use Microsoft Office Suite and QuickBooks.
- g. Reading skills to understand directives, policies, procedures, administrative handbooks and similar materials.
- h. Writing skills to prepare or assist in the writing of correspondence, reports, and related documents.
- i. Ability to communicate effectively by phone or in person with Chamber of Commerce staff, board members, and the public.

- j. Ability to establish priorities and work without close supervision to coordinate a variety of diverse activities.

**Special Requirements**

- a. Willing to work overtime, holidays, and weekends.
- b. Willing to participate in special training programs/classes as requested.
- c. Must be alert to things that need to be done, and without being asked, to take the initiative to get them done. Sometimes these tasks or activities will not be listed as part of the position description.

**CONTACT:** Extensive contact with chamber members, volunteers, local business and industry leaders and chamber staff.

**MINIMUM QUALIFICATIONS:** High school diploma, some college and two years experience in a related field. Experience to include organizational skills, sales, marketing, computers, motivation of volunteers and self and personal relation skills.

**DRESS CODE:** Business attire is required.

**WORK HOURS:** FULL-TIME - Observed Office Hours + Additional time for meetings & events. Compensatory time given for hours worked over 40 hours/week.

Anytime there is a meeting scheduled at the office prior to 8:00 a.m., ALL STAFF involved will be required to be at the office fifteen minutes prior to the meeting time.