

## Bexley Area Chamber of Commerce

### Job Description

**Job Title:** Administrative Assistant

**Reports to:** Bexley Area Chamber of Commerce Executive Board

**Hours:** Part/time, includes regular hours at the Chamber office and extra hours during special events; typical work week will be 10 – 12 hours

**Job purpose:**

To provide support and office staffing so the Chamber can function smoothly and grow.

**Key responsibilities:**

- Staff the Chamber office during regular, consistent office hours.
- Manage daily administrative office operations.
- Maintain the office so that it presents a positive image for the Chamber.
- Respond to inquiries made in-person or by phone, e-mail, standard mail or fax, in a friendly, informative manner. If the candidate does not have the information needed for a knowledgeable reply, promptly inform board members so they can respond.
- Respond to inquiries for recommendations of area businesses, restaurants or hotels, by recommending Chamber members.
- Monitor the Chamber's voicemail and e-mail.
- Maintain accurate and up-to-date membership records.
- Develop and maintain office filing systems, including systems for paper, electronic files, photos and other materials.
- Process mailing, including bulk mailing.
- Send Evites and announcements for events and meetings.

- Provide assistance and support to the Board of Directors and Chamber membership; this may include communication, meeting set up, problem solving and project planning.
- Attend monthly Board meetings; prepare the agenda and distribute to board members at least two days before the next board meeting; and prepare and distribute the meeting minutes.
- Monitor and maintain the supply of printed material available for distribution.
- Monitor the Chamber website; add the dates of meetings to the calendar; keep member information accurate and updated.
- Assist with Chamber sponsored programs, seminars, workshops, travel arrangements, special projects, and events.

#### **Requirements:**

- Requires excellent verbal and written communication skills. The successful candidate will be in contact with Bexley businesses, citizens, visitors and city administrators and personnel.
- Requires job enthusiasm and a desire to help reach the Chamber's goals.
- Requires attention to detail. The successful candidate will need to accurately convey information to others and will need to keep accurate and organized records.
- Requires excellent computer skills, ability to use Microsoft Word, Excel, Powerpoint, and other programs. Ability to communicate effectively and professionally with e-mail. Ability to set up invitations with Evite.
- Ability to work with a variety of people.
- Ability to manage and work on multiple projects at one time.
- Optional but helpful: fundraising and events management experience.
- Optional but helpful: knowledge of the Bexley community.

- Optional but helpful: experience in growing other membership organizations.

May 18, 2010