



TITLE: Administrative Assistant
ORGANIZATION: The Colony Chamber of Commerce
DATE CREATED: January 2024
WAGE CATEGORY: Full-time Non-Exempt
REPORTS TO: Executive Staff

SUMMARY – Under the direction of the President and/or Vice President, the Administrative Assistant manages day-to-day operations of the Chamber office and all the general correspondence, advertising, accounts payable, accounts receivable and activities related to the normal duties of the position of Administrative Assistant.

Essential Duties and Responsibilities:

Assist in all aspects of office operations with the direction and consent of the Executive staff member. Duties include, but not limited to the following:

1. Process membership billing and dues, collect monies, compose invoices, mail/email statements
2. Oversee all aspects of ChamberMaster, including but not limited to member details, job postings, hot deals and communications
3. Manage weekly newsletter
4. Ensuring the Chamber website is updated
5. Supports the Chamber's many events, including:
 - a. Support in event planning
 - b. Posting events online
 - c. Maintain online event registrations lists and ticket invoicing
 - d. Schedule and coordinate meetings for all Chamber committees including location, agenda, reminder, etc.
 - e. Supporting onsite event logistics as required
6. Other duties as assigned

Requirements:

The ideal candidate will:

- Possess strong interpersonal and communications skills (written and verbal)

- Possess excellent organizational and time management skills
- Have 3-5 years of previous experience in an administrative role (Chamber and/or nonprofit experience a plus)
- Be proficient in software tools including Microsoft Office (Word, Excel, Outlook and Power Point). Candidates with QuickBooks and ChamberMaster experience is a plus.
- Attention to detail and accuracy in work.
- The ability to work flexible hours during events (some nights and weekends may be required).
- Professionalism with a customer-service oriented mindset.
- Ability to work at a high level in a support role.
- Associates Degree and/or Administrative Professional certification.
- A combination of education and experience will be considered.

Compensation:

\$18.00 per-hour

Paid vacation and holidays

Submit Resume to:

Mrs. Ese Aihie, Board Chairman

hr@workinnovators.com