



## **Graham Chamber of Commerce and Convention & Visitors Bureau**

### **Position: Administrative Assistant**

**Status: Full Time**

**Benefits: Paid Time Off, Monthly Insurance Stipend, Monthly Cell Phone Reimbursement, Simple IRA with Employer 3% Match**

#### **Objection of Position**

- Serves as greeter and front desk receptionist for the Graham Chamber of Commerce, Convention and Visitors Bureau and Economic Development.
- Provides professional support and assistance to the Chamber CEO and Economic Development Director through good, basic administrative skills that include the ability to maintain confidentiality, accuracy and respect for the Directors.
- Completes daily administrative office functions.
- Remains flexible and willing to accept other duties as assigned by the CEO.

#### **Job Relationships**

- Frequent contact with visitors, residents, Chamber members, staff, vendors and volunteers.
- Reports to the Chamber and CVB CEO for work assignments, scheduling and daily supervision.

#### **Responsibilities**

- Serves as the front desk first contact – greet visitors, answers phones, distributes visitor packets/newcomer information, and customer service.
- Presents professional, courteous, and helpful image to general public, tourists, membership, vendors and staff.
- Takes messages for staff and assists with scheduling meetings as well as clean up following meetings.
- Prepares and mails bulk mailings as needed.
- Assists with general upkeep, professional appearance of office space, and offices supplies.
- Assists Chamber Manager with edits/updates to Chamber Member information in membership software.
- Assists CVB Manager with visitor bag compilation and distribution.
- Assists with electronic marquee sign, website calendars, and tracks analytics and stats
- Assists with billing and collections as needed.
- Other duties as requested by the CEO.

#### **Minimal Requirements/Performance Standards**

- Good organizational and excellent people skills.
- Ability to efficiently handle multi-tasked operations.
- Ability to maintain high level of confidentiality.
- High school graduate. Associates Degree or higher preferred.
- Minimum two years administrative experience in an office environment strongly preferred.
- PC and word-processing experience (to include Microsoft Word, Excel and Outlook).
- Must be able to handle extensive sitting, walking, standing and occasional lifting up to 25lbs