

Job Description

Job Title: Administrative Assistant, Events
FLSA: Non-Exempt, Part-time
Date: January 2019

Job Summary:

Primarily responsible for administrative tasks in the Events department. Assists Events staff with registration, planning and customer service.

Essential Duties and Responsibilities:

- Attendance management (registration, invoicing, payment collection)
- Manages Chamber Events calendar and SBA event details/registration
- Ensures policies and procedures are followed for purchase orders and trade usage
- Maintain historical information
- Researches as needed for event information/decision making
- Catalogue and review community calendars
- Schedule staff volunteers for events
- Work front desk to cover receptionist lunch break on rotation

Education and Experience Requirements:

- High school diploma required
- 2+ years of office experience preferred

Knowledge/Skills/Abilities:

- Effective and efficient handling of detailed meeting preparations and orchestrating events.
- Willingness to employ detailed project implementation scripts.
- Strong attention to detail
- Ability to work in ambiguous environment
- High energy level, self-motivated, and demonstrates initiative
- Ability to work with Microsoft Word and Excel
- Strong customer service skills
- Ability to work effectively with all levels of internal and external associates/customers/colleagues and business partners.
- Demonstrated ability to effectively communicate both verbally and in writing.
- Ability to develop and maintain collaborative relationships with all levels within the organization.
- Ability to follow through on issues, make informed decisions, complete tasks and problem-solve.

Skill Requirements: (X = Required for job)			
X	Utilize internet web sites/functions	X	Public speaking/group presentations
X	Utilize word processing software	X	Reasoning and logic
X	Utilize spreadsheet software		Leadership and supervisory
X	Utilize database software	X	Retrieve and compile information
X	Typing/computer keyboard	X	Maintain records/logs
X	Analyze and interpret information	X	Verify data and information
X	Ability to communicate verbally	X	Ability to prepare written communications
X	Operate office equipment, fax, phone, calculator, etc.	X	Basic mathematical concepts (add, subtract, multiply, divide)
X	Investigate, evaluate and recommend action	X	Advanced mathematical concepts (fractions, decimals, rations, percentages, graphs)
X	Organize and prioritize information/tasks		Abstract mathematical concepts (interpolation, inference, frequency, reliability, formulas, equations, statistics)
X	Travel to job locations		
Physical Requirements: (X = Required for job)			
X	Sitting for extended periods	X	Lifting up to 20 pounds of office supplies/equipment
X	Extended periods viewing computer screen	X	Carrying up to 20 pounds of office supplies/equipment
X	Walking	X	Pushing/Pulling
X	Reading	X	Bending/Stooping

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X	Standing	X	Reaching
X	Writing	X	Grasping
X	Hearing	X	Repetitive Motions
Hazards: (X = Required for job)			
X	Normal office environment		Electrical current
	Toxic or caustic chemicals		Housekeeping and/or cleaning agents
	Flammable, explosive gases		Proximity to moving mechanical parts
Employee Acknowledgement:			
I have reviewed and understand the requirements stated in this Job Description.			
Employee's Signature			Date

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The above cited duties and responsibilities describe the general nature and level of work performed by people assigned to the job. They are not intended to be an exhaustive list of all the duties and responsibilities that an incumbent may be expected or asked to perform.

Education and Experience Requirements:

- 2+ years experience in an office environment

Knowledge/Skills/Abilities:

- Effective and efficient handling of detailed meeting preparations and orchestrating events.
- Willingness to employ detailed project implementation scripts.
- Strong attention to detail
- Identify innovative ways to implement projects within established timeframes
- Ability to work in ambiguous environment
- High energy level, self-motivated, and demonstrates initiative
- Ability to work with Microsoft Word and Excel
- Strong customer service skills
- Ability to work effectively with all levels of internal and external associates/customers/colleagues and business partners.
- Demonstrated ability to effectively communicate both verbally and in writing.
- Ability to develop and maintain collaborative relationships with all levels within the organization.
- Ability to follow through on issues, make informed decisions, complete tasks and problem-solve.
- Ability to manage multiple priorities..

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