



Job Description

Title:	Administrative Assistant
Reports to:	President
Direct Reports:	Intern(s)
Location:	Athens office
Shift:	9:00AM – 3:30PM
Weekly Hours:	30

Summary:

The Administrative Assistant must effectively provide support to ensure efficient operation of Chamber office. This person will work independently as needed but will collaborate with others to oversee all internal operations of the organization to strengthen the Chamber's standing and encourage membership. These operations include answer phone calls, schedule meetings, hosting visitors, and records management, including financial data.

Essential Functions:

- Reception and Front Office Functions
 - Promoting positive Chamber image
 - Answering phones and in-office inquiries
 - Maintaining member communication records
- Maintain cooperative working relationship with all office staff
- Financial Oversight
 - Oversee financial data and compliance by maintaining accurate books on accounts payable and receivable, petty cash as well as financial entries and reconciliations.
 - Maintain and report all financial information in accordance with chamber policy, best practices, and law
 - Invoice and track annual dues, sponsorships, and other contributions
- Events and Meetings
 - Support President in event planning and coordination for all events
 - Maintain registration lists of all events and committee meetings
 - Schedule and coordinate meetings for all Chamber committees including location, agenda, reminder, etc.
 - Take and maintain committee meeting minutes

Other Operations

- Proactively work to streamline business practices and procedures within the Chamber
- Develop and oversee Standard Operating Procedures
- Evaluate and manage vendor contracts annually and maintain copies of contracts and memos of understanding with vendors.

Required Education & Experience:

- High school diploma or equivalent education
- 2 years of related experience
- Excellent organizational, management, and interpersonal skills.
- Strong verbal and written communication skills.
- Ability to follow instructions and desire to learn new skills.
- Strong attention to detail, quality, and follow-through.
- Professional demeanor and dedication to delivering top notch service.
- Strong working knowledge of Microsoft Office Suite and QuickBooks

Desired Education, Skills, Qualities & Experience:

- Associates Degree in Business or Finance
- 3-5 years of administrative assistance experience
- Demonstrated capability of success in execution of process improvement strategies.
- Experience with content management systems
- Experience with customer relationship management systems

Measures of Success:

- Concise and prompt communication with external and internal customers
- Accurate and timely preparation of financial reports
- Successful coordination with different committees and events
- Accurate documentation and retention of records and communications
- Financial performance against budget

Compensation & Benefits:

Start at \$14 an hour commensurate with experience

Retirement Plan with match

45 hours paid time off annually

10 paid holidays annually

About the organization:

The Athens Area Chamber of Commerce is a 501c(6) not-for-profit membership based business organization located in Athens County Ohio. Serving as the central voice and image of the area business community, the Chamber represents over 400 members and its mission is to strengthen our business community through collaboration, engagement, and strategic partnerships. We strive to create workplaces that reflect the communities we serve and where everyone feels empowered to bring their full, authentic selves to work. We celebrate multiple approaches and points of view and believe diversity drives innovation. With a dedicated will to succeed through can-do attitudes, service delivery and follow through, Chamber staff, Board of Directors, and volunteer committee members are encouraged to learn new or sharpen existing skills.

Please submit resume and cover letter to Dani Underhill, President at dani@athenschamber.com.

Application deadline is December 31. No Phone calls please.