

**Employment Type:** Hourly Pay, Part-Time      **Compensation:** based on experience

The Administrative Assistant would work directly with the President to facilitate the Chambers goals and objectives. This position involves working closely with the current members, potential members and the community to increase engagement and retention.

#### Essential Job Responsibilities

1. Bookkeeping utilizing Membership Management and Excel Software to include maintaining accounts, billing members, recording of dues and classifications and maintaining all membership files on a timely basis. Assistant will maintain records concerning membership and handling all correspondence to members regarding membership status or change of status. Correspondence is in reference to dues, due dates or other membership information.
2. Written Materials/Correspondence responsibilities as requested by the President. This will include basic writing, editing and mailing and emailing. This area of responsibility will range from letters to reply, photocopies, sending informational packets, preparing agendas and minutes, organizing mass mailings and emails and assisting the President in preparing any official chamber publications.
3. Reception & Public Relations. As the office is in the Exton Square Mall, the assistant shall be pleasant, offer a greeting and seek to assist the person/persons as efficiently as possible. The assistant shall be professional and supportive of the organization they represent.
4. Telephone Correspondence is an on-going responsibility of the assistant. Examples include calling committee members about meetings or deadlines, members to update information, answering requests for information, telemarketing an upcoming event or confirming event information. Strong verbal skills will be necessary.
5. Councils and Committees. The assistant will assist in the coordination of all chamber councils and committees and work with the president and the Communications and Event Coordinator to assure that the projects and events that evolve from these committees be achieved with success. The Assistant will maintain the calendar of events and councils, committees and Board of Directors meetings.
6. General Housekeeping. The assistant will help the President with keeping the office clean including dusting, removing garbage and vacuuming and other light housekeeping duties.
7. Support to the President. The Assistant will cooperate with the President. Tasks may be assigned that have not been listed as part of the job description. The assistant shall take the initiative to complete the tasks once asked.

#### Qualifications

- Excellent interpersonal, verbal and written communication skills
- Ability to work independently and prioritize work
- Excellent Organization Skills. High level of attention to detail, efficiency and productivity
- Customer service experience and proven ability to positively address questions and concerns.
- Prior experience as an administrative assistant, or office manager is preferred
- Proficient knowledge of Microsoft Office, specifically Word and Excel.
- Expectations of 20 hours per week

2.6.2020