Administrative Assistant

Responsibilities for this position involve a variety of clerical and organizational tasks to support office operations, such as basic bookkeeping, answering phones, scheduling appointments, managing correspondence, and maintaining electronic files.

Core Responsibilities

- Communication: Answering, screening, and directing phone calls, greeting visitors, managing email, and drafting correspondence.

- Scheduling and coordination: Scheduling meetings and managing calendars.

- Document and data management: Preparing and editing documents like meeting minutes, memos and reports, organizing files, and maintaining databases and records.

- Office support: Ordering and managing office supplies, handling incoming and outgoing mail, and managing conference room schedule.

- Chamber event management: tracking registrations, tracking attendance, creating name tags, ordering award plaques.

- Attend Chamber events: Monthly Meetings (early mornings), Eat, Drink, & Connect events (some evenings), and Connect @ Noon events.

- Financial support: Performing basic bookkeeping, processing insurance and Chamber dues invoices and payments, and inputting payroll data.

Key Skills and Qualifications

- Technical skills: QuickBooks and Microsoft Office 365 (Word, Excel, Outlook) and/or the ability to learn new software.

- Organizational skills: Strong time management, multitasking, and prioritization skills to manage competing demands and deadlines.

- Communication skills: Excellent verbal (including telephone) and written communication skills, with the ability to maintain a professional and polite demeanor.

- Interpersonal skills: The ability to work well with others, maintain confidentiality, and be detail oriented.

Work Schedule

- 16 to 24 hours per week; flexible days and flexible daily hours.

Compensation and Benefits

- Wage Range: $20 to $22 per hour.
- Matching 401(k) participation.

Please submit your letter of interest or resume to Personnel Committee by e-mail to:
office@websterchamber.com.