



## **JOB DESCRIPTION-Administrative Assistant**

**Position Title:** Full-Time Administrative Assistant

**Reports To:** Executive Director

**Work Schedule:**

- Employee will work from 8:15 am to 5:15 pm with a one hour unpaid lunch.
- Attendance at specific Chamber events outside of office hours is required, and will be compensated accordingly.

**Job Duties:**

- Perform administrative duties for director as needed assisting with scheduling, meeting preparation and other projects as necessary.
- First point of contact for walk-in customers, e-mail or phone calls. MUST greet customers in a courteous manner and respond professionally on behalf of the Chamber of Commerce.
- Maintain inventory, manage room rentals, complete correspondence from Chamber, schedule Chamber events, update website and social media accounts, manage cleanliness of facilities, process mail and financial information on regular basis.
- Provide additional assistance as needed to Directors as they coordinate events and programs.

**Skills Required:**

- Excellent communication skills, both written and oral, are required. Outstanding personal skills are required for communicating with board members, staff, customers and the general public.
- Strong computer skills are necessary, including knowledge of all Microsoft Office programs, Quicken software, database software, and social media sites.
- General accounting knowledge is required to complete financial transactions for the organization including bank deposits, accounts payable and receivable, managing petty cash accounts, and reconciling bank accounts.

**Expectations:**

- Employee will dress neatly in business attire at all times, unless otherwise specified by executive director for activities/events of the Chamber.
- Administrative Assistant will treat all Chamber and CADC members, customers, and staff in a professional manner at all times.
- All Chamber and CADC business will be kept confidential.

**Wage and Benefit Information:**

- Wage range is dependent on experience, ranging from \$14-\$16/hour.
- Following completion of a 90 day probationary period, employee will be eligible for \$250/month employee retention pay as well as a 3% retirement match in a Simple IRA.
- Employee will be eligible for holiday pay and personal days as listed in the employee manual after completing 90 days of work. Personal days will be prorated based on eligibility date.

**Application Information:**

- Application Deadline is 5:00 pm on Friday, September 6, 2019.
- Please submit cover letter, resume, and completed application form to Shannon Landauer:  
Attn: Shannon Landauer, Carroll Chamber of Commerce, P.O. Box 307, Carroll, IA 51401  
Or s.landauer@carrolliowa.com