

OCEAN REEF CHAMBER OF COMMERCE

Title: Part-time Administrative Assistant

Immediate Supervisor: Executive Director

General Purpose:

Performs daily administrative duties to support the Executive Director.

Areas of Primary Responsibility:

- Assist in coordinating monthly luncheons to include RSVP's, Food, Speakers, Sponsors, Slideshow Presentation and Announcements.
- Assist in coordinating monthly board meetings to include preparing an agenda and other reports, food, and any other detail which may be involved with the meeting.
- Assist in coordinating committee meetings
- Assist in planning and executing major Chamber events such as All Charities weekend and Golf Tournament.
- Ability to assist in several Chamber events outside of regular business hours.
- Process new member applications and update reports accordingly.
- Maintain current and accurate record of current membership.
- Ability to assist in updating Chamber website, Social Media, and monthly newsletter.
- Maintain office including cleanliness and upkeep supplies.
- Answer Phone calls and email inquiries.

Experience, Education, Skills and Abilities

The following qualifications are guidelines. Other combinations of education and experience could provide the necessary knowledge, skills and abilities to perform this job.

- Previous administrative experience
- Proficient in Microsoft Outlook, Excel, & Word
- Superior communication skills
- Easily grasps procedures and can self-manage
- Possess professional presence and strong interpersonal skills