

UNION COUNTY CHAMBER OF COMMERCE & VISITOR INFORMATION CENTER

Position:	Administrative Office Assistant
FLSA Status:	Non-exempt
Reports to:	Executive Director
Status:	Non-supervisory
Annual Salary Range:	\$13-15 / Hour
Adopted:	

Chamber Mission Statement: To promote and support the business environment through membership participation and leadership that fosters economic growth and community involvement.

Job Summary: The Administrative Office Assistant is a dynamic, energetic, and charismatic individual who will be the face to walk-in and call-in guests of the Chamber and Union County Visitors Center, in support of the organization's mission. The Chamber is an active and highly respected county-wide organization with approximately 250 members in a community of approximately 25,000 residents. The ideal individual is highly motivated, personable, and articulate with excellent communication – including computer and writing skills. This position is responsible for providing office coverage and general administrative support to the Executive Director and organization. This position will provide approximately 20 hours per week depending on workload, events, and Director scheduling. Wages are determined by the applicant's experience and qualifications.

To perform this role successfully, an individual must be able to perform each essential job duty satisfactorily. The qualifications, critical physical demands, and working conditions listed below are basic requirements, possibly allowing for reasonable accommodations to enable individuals with disabilities to perform the essential functions.

QUALIFICATIONS:

Education & Experience

- The Administrative Office Assistant will have a high school diploma or equivalent.
- The ideal candidate will have one to three years of experience in a business-related field or other similar office setting.
- May substitute relevant education or experience to satisfy the above requirements.

Mandatory Skill Requirements:

- The Administrative Office Assistant will have excellent professional communication skills, including written and oral English communication skills free from spelling, punctuation, and grammatical errors, strong listening skills. The individual must work well with others from diverse backgrounds and work effectively as a team member. Focus on listening to others without interrupting, remaining open to others' ideas, and contribute to building a positive spirit. Must be able to multitask efficiently and effectively.
- The individual will have strong organizational skills.
- The Administrative Office Assistant must be able to work independently with little to no supervision on a daily basis.
- Must be technologically literate, including computers and other typical office equipment and devices and use software such as email, word processing and spreadsheets, databases, and willing to learn more to complete necessary position duties.

Other Requirements:

- Hold a valid driver's license and have a personal car available for business use. The car must be insured, and proof of insurance provided annually. The individual must be physically capable of operating vehicles safely and have an acceptable driving record. Use of a personal vehicle for Chamber business will be prohibited if the employee does not have personal insurance coverage.
- Available to work a flexible schedule, including early mornings, evenings, nights, weekends, and extended hours, as necessary.
- Maintain a high degree of confidentiality, as this position has access to confidential information on a regular basis.
- The position will require the performance of other essential and marginal functions.

SUPERVISORY RESPONSIBILITIES

This position will not have supervisory responsibilities.

SUPERVISION REQUIRED

This position works under the direct supervision of the Executive Director.

PHYSICAL DEMANDS: The physical demands described here are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to regularly talk and hear. The employee is frequently required to walk, sit, use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stand and stoop, kneel, crouch, and crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift up to 50 pounds, depending on the requirements of event setup and tear-down. The employee may occasionally climb stairs or ladders. Specific vision abilities required of this job include close, distance, and peripheral vision, depth perception, and ability to adjust focus.

Must be able to operate standard office equipment and effectively communicate verbally and in writing. The ability to see, hear, and speak (in English) is required for these processes. Must be able to work well under stress, as there are periods of high stress related to the responsibilities associated with this position and manage and meeting competing deadlines.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is located at the Union County Chamber of Commerce office in Downtown La Grande, Oregon, and the office equipment includes, but is not limited to computer, scanner, copier, phone, etc. The noise level in the work area is typical of most office environments with telephones, interruptions, and background noises.

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with this position. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The Chamber may add to, modify, or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Essential Duties & Responsibilities:

The Administrative Office Assistant will aid the Executive Director in meeting the needs of the Chamber.

Office Operations:

The Administrative Office Assistant is primarily responsible for all facets of office reception responsibilities, under the direction of the Executive Director.

- Primary office reception and office coverage.
- Perform reception duties in an efficient, professional, courteous manner.
- Answer visitor and member questions in a positive, welcoming manner.
- Record all calls and visitor/member contacts on a tracking sheet.
- Responsible for all visitor packet and relocation packet fulfillment requests.
- Answer all emails in a prompt, professional manner, free of any grammar or spelling errors.
- Conduct daily errands including, but not limited to mail delivery and pickup, banking and deposits, etc.
- Ensure the Chamber office is always clean, organized and all locations with collateral are up-to-date and well-stocked.
- Perform routine cleaning and maintenance duties as set forth by the Executive Director.
- Process and prepare for the review of all incoming mail and inquiries.
- Maintain a reasonable supply of all office supplies.

Bookkeeping:

The Administrative Office Assistant is responsible for accurately preparing daily deposits and reconciliations of the petty cash. This individual is also responsible for all accounts receivable functions, including preparing and following through with invoicing processes.

- Processes mail and prepares received checks for daily deposits.
- Ensures accurate deposits and reports from the member database for bookkeeping and financial reporting purposes.
- Generates invoices to entities and members and follows up for timely receipts of payments.

Other Duties:

The Administrative Office Assistant is also responsible for a broad range of other duties, not fitting into a specific job-related function. These include but are not limited to the following.

- Provides excellent interpersonal service to members, visitors, Chamber Board and Committee members, and all others who come into contact with the Chamber in all ways including walk-ins, events, phone calls, texts, emails, and throughout any visibility throughout the community.
- Undertakes special projects and research as directed by the Executive Director.
- Maintain work areas in a clean, orderly manner.
- Assists in grant program administration, including publicizing, promotion, answering questions, providing an initial review of applications to ensure all documents are included, follow-up, and other administrative duties as assigned by the Executive Director.

Personal Characteristics and Experience – Ideally, the Administrative Office Assistant will have a unique combination of personal and professional qualifications. This includes, but not limited to:

- Passion for the Union County
- A great listener who can articulate the Chamber mission and vision.
- Time management skills with ability to prioritize responsibilities.
- Interest in the community and businesses of Union County and surrounding areas.
- Reliable, self-motivated, and outgoing. Excellent verbal and written communication skills. Even temperament, even when under stress. Ability to function well as part of a multi-functional team. Presents a professional image whenever representing the Chamber.