

The Enterprise Chamber of Commerce is seeking an energetic, community-minded, success-driven individual to join our team as a full-time Administrative Assistant!

Company Description:

The mission of the Enterprise Chamber of Commerce is to be an advocate for its members by promoting the growth of business, industry and community. Our organization is the area's premiere resource for business and community development.

Job Description:

The Administrative Assistant serves as the Director of First Impressions for the Enterprise Chamber of Commerce. This key position is responsible for greeting all guests who enter or call our office, as well as distributing important information about our business and community members, local events and more. The duties and responsibilities, as well as knowledge, skills, and requirements for this position include but are not limited to the following:

Duties and Responsibilities:

Community Information Assistance

- a. Professionally greet and serve our customers, members and visitors in person and by phone.
- b. Maintain brochure racks in the lobby – keep neatly organized and filled with brochures and other information.
- c. Responsible for calling and asking for additional lobby information as needed.
- d. Prepare and mail request packages.

Administrative and Clerical Duties

- a. Assist the Executive Director with various projects.
- b. Responsible for scheduling and maintaining Chamber Calendar. This includes coordinating and scheduling all Board and Committee meetings, and maintaining Conference Room reservations.
- c. Keeping accurate inventory and ensuring all necessary office supplies are always stocked.
- d. Copying and all bulk mailings as well as other various chamber mailings.

General

- a. Arriving promptly at 7:30 a.m. and preparing office for the day including turning equipment on, checking and distributing mail and/or printed materials, and preparing coffee when requested.
- b. Daily Office Appearance: Assist with keeping your work area neat, as well as lobby, kitchen, conference rooms, and office properly maintained and clean.
- c. Assist with coordination of events and projects, as they are planned.
- d. Solicitation for necessary materials, registration, sponsorship, and/or door prizes as needed.
- e. Attend and help set up all events, projects and meetings as requested.

- f. Responsible for assisting the Executive Director with the various committee activities and events.
- g. Other duties as assigned by Executive Director.

Knowledge, Skills, and Abilities

- a. Outstanding communication and interpersonal skills, to include strong knowledge of English grammar, spelling and punctuation.
- b. Ability to prioritize, perform, and complete multiple tasks for multiple projects ongoing simultaneously without close supervision.
- c. Knowledge of modern office and secretarial procedures and methods, including telephone communications, office systems, and record keeping.
- d. Knowledge of modern business communication, including style and format of letters, memoranda, minutes and reports.
- e. Skills to use Microsoft Office Suite
- f. Reading skills to understand directives, policies, procedures, administrative handbooks and similar materials.
- g. Writing skills to prepare or assist in the writing of correspondence, reports, and related documents.
- h. Ability to adapt as new policies or changes are implemented.

Requirements

- a. Must demonstrate a passion for the Enterprise area, as well as the success of our members.
- b. Must be a team player with a willingness to assist and support staff as needed.
- c. Must have the ability to work independently without close supervision.
- d. Must possess strong computer skills, to include Google drive and docs, and Microsoft Office Suite.
- e. Must be able to adjust their schedule for Chamber events or meetings.
- f. Must be legally authorized to work in the U.S.
- g. Must possess a valid driver's license and dependable insured transportation.
- h. Must be willing to work non-standard hours (ie. Some evenings and weekends).

MINIMUM QUALIFICATIONS: High school diploma or GED. Experience in a related field preferred. Experience to include organizational skills, sales, marketing, computers, motivation of volunteers and self and personal relation skills.

DRESS CODE: Business attire is required.

WORK HOURS: Observed Office Hours are Monday – Friday, 7:30 am to 4:30 pm.

Please email resume to: Chamber@enterprisealabama.com. You may also hand-deliver or mail to 553 Glover Ave, Enterprise, AL 36330.

Deadline for consideration: September 18, 2020