

ADMINISTRATIVE ASSISTANT

The Administrative Assistant is responsible for providing administrative and clerical services, and general office support to ensure effective and efficient operations of the Chamber.

Duties & Responsibilities:

- Provide front line general reception duties for the Chamber and Visitor Center, including answering the phone, processing membership applications, and managing the general email inbox
- Provides general office administration and bookkeeping, including:
 - Ordering and maintaining office supplies and equipment
 - Management of relationships with members and some outside vendors
 - Assist with membership billing /dues, composing invoices, and mail/email statements
- Assist with planning events by supporting online event registration, ticket invoicing, sending event reminders, and other clerical duties
- Assist in all aspects of the Chamber's database, Personify (training provided)
 - Invoicing, tracking membership due dates, and marketing member businesses
 - Enter new member data and manage data to ensure accuracy
- Maintain organization/filing systems, paper and digital files
- Prepare and distribute documents for meetings (agendas, minutes, financials)
- Manage the Chamber Buck\$ gift certificate program including creating, recording and invoicing for certificates
- Manage Conference Room reservations and room set up/tear down
- Attend and represent the Chamber at any meetings/programs/events the President deems appropriate to the position

Minimum Qualifications:

- Be available for a minimum of 20 hours per week, predominately on Monday-Fridays between the hours of 8am to 5pm, with occasional evening hours. Flexible schedule to be determined prior to start date.
- Communicate clearly and effectively through verbal and written communication
- Ability to organize, prioritize and work independently
- Ability to manage multiple projects, set priorities and shift priorities as needed
- Strong customer service and relationship skills
- Attention to detail
- Ability to complete projects accurately and within established deadlines
- Must exhibit a friendly, positive attitude and be a team player
- Operational knowledge of Microsoft Office
- Ability to utilize training tools to become proficient on the Chamber's database software, Personify
- Possess excellent organizational and time management skills
- Assist staff as needed
- High school diploma/GED

Preferred Qualifications:

- 2-3 years of previous experience in an administrative role or office/professional environment (not for profit experience a plus)

Benefits: \$19-\$21 per hour, compensation to commensurate with experience

The Administrative Assistant position is a part-time, non-exempt, in person position and reports to the Chippewa Falls Area Chamber of Commerce President.

To apply, submit a resume and cover letter to allyson@chippewachamber.org. To ensure consideration, materials should be submitted by 5:00pm on May 7, 2023.

The Chippewa Falls Area Chamber of Commerce is an independent, non-profit and our mission is to improve the quality of life in our community by providing leadership to coordinate, support and promote the business interests of our membership. We are in the business of helping our local business community flourish. The continued development of Chippewa Falls' business community is incredible, and we work every day to create new opportunities for our members. As times change, we are fluid to fit the needs of our members. From creating new digital marketing opportunities to forming new versions of networking events and searching for solutions to business struggles, we continue to be a support system for our members.