

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. As a member-based organization, the function and success of our membership are key to our mission of providing benefits that allow our businesses to network, connect, grow, and thrive.

Duties & Responsibilities:

- Provide front line general reception duties for the Chamber and Visitor Center, including answering the phone, and managing the general email inbox
- Assist with accounts payable, accounts receivable and monthly billings
- Provides general office administration and bookkeeping, including:
 - Assist with membership billing /dues, composing invoices, and mail/email statements
 - Ordering and maintaining office supplies and equipment
 - Manage relationships with members and outside vendors
- Maintain and update 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
- Manage the Chamber Buck\$ gift certificate program
- Coordinate conference room reservations and room set up/tear down
- Maintain organization/filing systems, paper and digital files
- Prepare and distribute documents for meetings (agendas, minutes, financials)
- Provide general support to Chamber members and staff

Minimum Qualifications:

- Minimum 20 hours per week, varying hours Monday-Friday between 8am to 5pm
- Experience with Microsoft Office and Quickbooks accounting software
- Exceptional verbal and written communication
- Organizational skills, including work prioritization and attention to detail
- Ability to organize, prioritize, manage multiple projects and work independently
- Must exhibit a friendly, positive attitude and be a team player
- Possess excellent organizational and time management skills
- Cash handling and balancing
- 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: \$17-\$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. Expected minimum of 20 hours per week, varying hours Monday-Friday between 8am to 5pm.

To apply, submit a resume and cover letter to allyson@chippewachamber.org. To ensure consideration, materials should be submitted by 5:00pm on February 23.

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.