



Vinita Area Chamber of Commerce

JOB TITLE: Administrative Assistant

REPORTS TO: Executive Director

NATURE OF POSITION: Part-time, non-exempt

SCHEDULE: Monday through Friday. Occasional evenings and weekends. May not take time off fourteen days prior to or during a scheduled VACC event.

SUMMARY: The Administrative Assistant provides support for the VACC Executive Director, staff, and Board of Directors. Responsibilities include meeting arrangements, preparing reports, and maintaining appropriate filing systems. The ideal candidate should have excellent oral and written communication skills and be able to organize their work using tools such as Microsoft Office and office equipment. To be successful as an Administrative Assistant, you should have a pleasant personality, as this is also a customer service role. You will welcome guests and greet people who visit the office. Ultimately, an Administrative Assistant ensures the efficient and smooth day-to-day operation of the office.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Answer phone calls, take messages, and route correspondence
- Arrange, coordinate, and provide administrative support for the Board of Directors
- Assist with arrangements for and coordination of events and projects including ribbon cuttings, seminars, and events
- Assist with daily errands
- Assist with preparing reports and packets
- Maintain an organized and clean office, including light dusting, vacuuming, bathroom maintenance, etc.
- Maintain the community calendar of events on the VACC's website, marquee, and outdoor sign
- Maintain the office calendar, arrange new meetings and appointments, provide reminders
- Monitor and maintain office displays, including brochures, literature, maps, business cards, etc.
- Monitor and maintain office equipment and equipment inventories, call for repairs when necessary
- Monitor and maintain supplies inventory, anticipate needs, order supplies when necessary
- Organize and schedule appointments
- Other duties and responsibilities as assigned
- Prepare and distribute email, memos, letters, faxes, forms, etc. with approval from the Executive Director
- Provide basic and accurate information in-person and via phone/email
- Receive visitors by greeting, welcoming, directing, and announcing in a positive and professional manner, ensure an inviting atmosphere
- Sort and distribute incoming/outgoing mail and other deliveries
- Take dictation, transcribe minutes, and accurately enter data to be distributed to committees, the Board of Directors, and Executive Director within two days of any meeting
- Update files and database with contact information of members, suppliers, and external partners
- While assigned to specific responsibilities, assist other members or staff whenever the need arises



REQUIREMENTS

- Ability to be resourceful and proactive when issues arise
- Ability to track multiple projects and prioritize tasks
- Ability to work independently and handle frequent interruptions
- Dependable and friendly with an eagerness to assist others and work in a team environment
- Excellent organizational skills
- Excellent planning and time management skills with the ability to multitask
- Excellent written and verbal communication skills
- Knowledge of Vinita, Oklahoma and Craig County preferred
- Maintain a high level of discretion and confidentiality
- Professional attitude and appearance
- Proficient with Microsoft Office (MS Excel and MS Word, in particular) and QuickBooks
- Proficient with office equipment, like printers and fax machines
- Proficient with office management systems and procedures
- Willing to learn new applications and processes when applicable
- Possess a valid Oklahoma driver's license

PHYSICAL REQUIREMENTS

- Must be able to sit and work comfortably at a desk station for extended time periods.
- Hearing and vision within normal ranges.
- Must be able to regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 40 pounds.

EXPERIENCE AND EDUCATION

- Proven experience as an Administrative Assistant or Secretary
- High school diploma or GED; additional qualifications would be considered an advantage

EMPLOYEE ACKNOWLEDGEMENT

I, _____, acknowledge review of this job description.

Employee's signature: _____ Date: _____

Supervisor's signature: _____ Date: _____

Supervisor's signature: _____ Date: _____