



ADMIN SUPPORT SPECIALIST JOB DESCRIPTION

Position: Admin Support Specialist

Reports to: President/CEO

Direct Reports: None

Classification: Hourly – Part Time (32 Hours per week)

Pay Rate: \$20/hr

Job Location: Office Environment with time at events & other locations as needed

The Administrative Assistant provides a variety of support to the President/CEO for Chamber initiatives including managing invoicing of members, answering phones, greeting visitors, event support, communications, confidential matters and general office support.

This position is paid hourly and reports directly to the President/CEO. This position is 32 hours per week and is required to work during office hours Monday – Thursday 8:30am – 4:30pm (with a one hour lunch break) and Friday 8:30am – 12:30pm.

Requirements:

- Experience working in an office/professional environment
- Collaborative and energetic
- Excellent verbal communication skills
- Must feel comfortable following up with all billing matters, including past due invoices
- Ability to simultaneously juggle multiple tasks
- Well-organized with a keen attention to detail
- Excellent writing and communication skills
- Takes initiative, highly organized, good follow through
- Ability to operate autonomously with minimal supervision
- Must be proficient with Office, including Word, Excel, Outlook and familiarity with Publisher
- Experience with Constant Contact and QuickBooks a plus
- Using online tutorials, work to become a proficient user of ChamberNation software

Responsibilities may include but not limited to the following:

Financial Management Support:

- Input new members into ChamberNation.
- Generate member invoices and provide timely follow up via phone or email if bill is unpaid
- Process bill payments and enter monthly financials in QuickBooks

Events:

The Admin Support Specialist provides administrative support in the planning, implementation and follow-up for all Chamber and Chamber planned Community events.

Specifically, the Administrative Assistant will:

- Answer phone inquiries and direct calls as necessary.
- Assist with planning events by organizing RSVPs, sending reminders, creating and printing name tags and send post event survey as appropriate.
- Prepare and help with the distribution of materials needed for the event such as emails, invitations, fliers and tickets as needed.
- Solicit feedback on the event through survey tool.
- Send thank you notes and follow up on unpaid sponsors in a timely fashion.

Membership:

- Assist with recruiting and retaining members by answering questions and by responding to members' questions.
- Ensure all new members' profiles are inputted correctly into the Membership Directory in a timely fashion, and follow up for missing information.
- Update the membership discounts online and reach out to members and encourage participation.
- Encourage members to utilize ChamberNation Software to post job openings and promotions.

Office Support:

- Track and maintain office supplies inventory
- General mail responsibilities
- Answer phones during business hours
- Greet visitors
- Respond to general questions from Contact Us on Website
- Record minutes at staff and board meetings

Submit resume, cover letter and three references to angie.duntz@jenkschamber.com or by mail at PO BOX 902 Jenks, OK 74037 by Tuesday, December 31.