

## Administrative Assistant Job Description

Administrative Assistant needed to support the Executive Director of the Waterford Area Chamber Of Commerce

Ideal candidates have the ability to multi-task and are accustomed to fast- paced environments, have organizational abilities that are above average with follow through abilities and make great first impressions to internal and external clients.

The ideal individual will be responsible for assisting with answering phones, greeting members and guests in a professional manner, assisting with administrative duties including typing memos, creating spreadsheets, inputting data into computer programs, keeping a current calendar of meetings, updating membership information, website updating, and other basic office functions necessary for the smooth operations of the Waterford Area Chamber of Commerce office. The right person will have a professional demeanor and excellent communication skills.

This position is a part time position to include Tuesday and Thursday hours of 12-4pm plus additional hours as needed. The candidate will also be required to attend all special events and functions as requested by the Executive Director and Board of Directors.

### MINIMUM QUALIFICATIONS:

1. Minimum of three years of Receptionist and Administrative experience.
2. High School diploma or equivalent required, Associate's Degree preferred.
3. Proficiency with the following computer software programs: Microsoft Office, Word, and Excel required.
4. Strong organizational skills, multi-tasking and communication skills as well as being detail oriented
5. Minimum typing ability of 40WPM
6. Excellent computer skills a must, specifically with Microsoft Office
5. Flexible schedule to include attendance at all major events and functions

Please submit resumes to the Waterford Area Chamber Of Commerce no later than June 30, 2010. [chamber@waterford-wi.org](mailto:chamber@waterford-wi.org)