

HALIFAX AREA ADVERTISING AUTHORITY

JOB DESCRIPTION

Job Title: Administrative Assistant - Full Time
Department: Administration
Reports to: Executive Director

Job Description: Assist all CVB Directors with administrative support as needed, in order to contribute to the success of the CVB as a whole.

Areas of Primary Responsibility and Focus:

- Act as liaison and coordinate the details of all HAAA Board meetings, committee meetings, workshops, etc. This includes, but is not limited to: securing meeting location, room set up/clean up, preparation and distribution of meeting notices and materials, meeting RSVP and quorum verification, audio/visual requirements during meetings, and preparation of minutes. Post records on DaytonaBeach.com in a timely manner.
- Handle all HAAA board member needs as needed with the Executive Director's approval.
- Interact with all office staff and work cooperatively to ensure the smooth operation of the office.
- Other duties and projects as assigned by supervisor.

EDUCATION/EXPERIENCE, KNOWLEDGE, SKILLS AND COMPETENCIES

- Associates Degree and/or five years administrative experience.
- Proficiency in Microsoft Office.
- Ability to successfully manage multiple tasks and meet deadlines, set priorities and determine objectives and strategies to achieve them.
- Ability to learn and adhere to Florida Sunshine Law and related public records requests.
- Strong problem solving skills and the ability to assess and anticipate issues and proactively resolve them.
- Strong verbal and written communication skills; excellent interpersonal skills with the ability to work effectively with all organizational levels.
- Ability to work independently and exercise good judgment with exceptional attention to detail.
- Positive, professional, "can do" attitude and ability to excel in fast-paced environment.
- Must have a Florida driver's license and access to a working vehicle, for occasional deliveries and local travel.

ENVIRONMENTAL CONDITIONS:

- Office will be considered 126 E. Orange Ave, Daytona Beach, FL 32114 and Volusia County.
- Limited weekend and evening hours required.
- Frequently work at fast pace with unscheduled interruptions.

PHYSICAL DEMANDS:

- Ability to lift up to 25 pounds occasionally.
- Ability to drive own vehicle as required to perform essential job functions.

COMPENSATION:

Hourly rate of pay commensurate with experience.