



1600 Sheridan Street
Ely Minnesota 55731
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INFORMATION RECEPTIONIST

Position Description

The Information Receptionist aids the Executive Director and Event Director through day-to-day support.

Significant accountabilities include providing helpful information and assistance to visitors and assisting with routine office duties.

In the absence of the Administrative Assistant assumes his/her responsibilities.

Accountabilities

Under the direction of the Administrative Assistant, the Information Receptionist:

- Organizes and distributes tourism promotional materials
- Independently handles and records inquiries from prospective visitors including the compilation and distribution of the prospect lists
- Performs routine office tasks, including typing, filing, computer input, photocopying and housekeeping
- Assists in mail handling and distribution
- Assists in answering inquiries by phone, mail, and in person in a helpful, courteous manner
- Assist in the proper functioning and daily activities of the Chamber office
- Performs other activities as directed by the Administrative Assistant

Minimum Requirements

The Information Receptionist position requires basic office skills including typing, filing, computer input, and phone use. Experience in Microsoft Word, Access and Excel are important. Effective public and interpersonal relations skills are of primary importance.

Schedule

The weekly schedule is Monday through Friday from 9 a.m. to 5 p.m. for a total of 37.5 hours/week. During festivals and other events, staff schedules may change to provide support. Some weekends may be required.

Pay & Benefits

Hourly pay is \$15.00/hour. Full-time position includes the opportunity to participate in a SIMPLE IRA Plan. After 12 months, one week paid vacation, 2 personal days, and 3 sick days. Paid holidays include New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas Day.

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