



Administrative Assistant

work in a dynamic, fun, and fast-paced environment supporting Fairfax County as a destination

Visit Fairfax is the official destination marketing organization for Fairfax County, Virginia. Our mission is to market, sell, and promote Fairfax County as a preferred destination for visitors through exciting products, programs and activities that distinguish Fairfax County and contribute to the economic and social growth for our citizens and communities.

Visit Fairfax is seeking an administrative assistant to serve as the welcoming face of the organization. The full-time and in-office position is M-F 8:30AM-5PM, working with a small professional team. The qualified person will serve as the vendor and building management liaison as well as provide general office support for the sales and marketing teams. This is a terrific opportunity to build a career in the tourism industry.

What will you do?

- Learn what makes Fairfax County a great destination for both groups and individual travelers through the organization's marketing and sales efforts. Maintain a working knowledge of the County's attractions, events, and accommodations.
- Greet visitors, answer office phones and assist all callers as much as possible and direct calls to appropriate staff in a professional manner.
- Provide general administrative support, including but not limited to, typing, filing, Internet research, processing requests for information, stuffing envelopes, creating mailing labels, mailing information out to fulfill consumer requests.
- Track forms for employee leave as it relates to vacation and sick leave, distribute mail, sign for delivered packages, prepare packages for mailing, maintain orderliness of reception and guest areas, maintain updated staff roster and other staff-related documents.
- Manage proper levels of all office supplies and ensure that copiers, printers, mail machine, phone system, etc., are maintained in proper working order, including ordering supplies and handling service calls to vendors as needed, schedule usage of meeting rooms, track office calendar, serve as building management liaison.
- Attend industry functions as requested, and assume additional responsibilities as assigned.

Are you the right fit?

- Do you have excellent verbal and written communication skills?
- Do you have strong organizational and time management skills?
- Do you have computer experience and proficiency?
- Are you able to perform manual labor skills requiring standing, lifting and sitting for long periods?

Ready for the best career ever? Submit your resume to Bert Cook at bcook@fxva.com