



POSITION DESCRIPTION

Administrative Assistant

Reports To: Vice-President and Director of Finance

Position Overview

Provides clerical and administrative support to the JCVB administration and staff as assigned. Works fairly independently. Focus primarily as office support. The Administrative Assistant must perform duties in a reliable and confidential manner.

Responsibilities and Duties

- Performs administrative and office support activities for multiple team members
- Works closely with Vice-President and Director of Finance
- Assist with preparation of presentations and reports as needed
- Posts accounts receivable by recording cash, checks, and credit card transactions
- Posts, verifies and enters transactions and local deposits
- Answers and routing all incoming telephone calls for the office
- Greets and provides exemplary service to clients and/or visitors as needed
- Assist with word processing and filing
- Responsible for all reader response and fulfillment requests
- Responsible for mail pickup, delivery, and distribution, including bulk mail
- Responsible for brochure rack and promotional display
- Responsible for all office supplies, sales materials, giveaways including budget
- Assists with projects as assigned
- Other duties as assigned



Position Requirements

- Strong communications, customer service, organization and administrative/office skills
- Applied knowledge of Microsoft Outlook, Word, PowerPoint and Excel
- Experience with accounts receivable and accounts payable a plus
- Ability to deal effectively with clients and the public
- Strong consistent ability to prioritize activities, time and handle multiple tasks
- Excellent verbal, written and presentation skills
- Knowledge of the convention and tourism industries a plus
- Professional appearance
- Consistent and reliable presence at work
- Ability to use all required office equipment
- Some use of personal vehicle
- Ability to handle physical activity for extended periods of time such as computer work, keyboarding, telephone use, sitting and/or standing
- Ability to lift, push or pull objects of 50 lbs. or more