



Position Title: Administrative Assistant

Reports to: Executive Director

Overview: Under the supervision of the Executive Director, the Administrative Assistant provides support to the Executive Director and assists in the management of event planning and visitor relations for the Manitowish Waters Visitor Bureau.

Primary Responsibilities:

- Perform the day-to-day clerical and operational tasks of the Visitor Bureau Office including but not limited to:
 - Answering phone calls/voicemail management; providing the information requested by the caller and/or offering to return the call when requested information is gathered.
 - Assist walk-in visitors by providing necessary information and/or check out visitor's retail purchases at cash counter.
 - Mail Travel Guides and other information as requested to all inquiries within a week of their request.
 - Keep all information racks stocked with partner literature and other area information of interest to visitors daily. Order printed matter or make the Executive Director aware that the office is running low on brochures.
 - Check general information email regularly throughout the day and respond to visitor and partner requests promptly.
 - Ensure the office is presented in a clean and tidy manner.
 - Management of MWVB Gift Shop. Check out customers, stock items, keep track of inventory, etc.
- Assist Executive Director in developing and executing Bureau events aligned with the vision, mission and goals of the Bureau including but not limited to:
 - Registration of event participants
 - Communication with event participants and contracted vendors
 - Provide assistance in setting up and tear down at events
 - Other event duties as directed by Executive Director

Experience:

- Education/Training: Minimum of a High School Diploma
- Experience: Similar previous experience with Chamber of Commerce/Visitor Bureau or other non-profit organization
- Communication skills: Strong written and verbal communication skills; the ability to write reports and correspondence, which are professional in appearance and content and effectively present information; respond to questions from staff, Board members, members, public and media.
- Other Qualifications: Must have and retain valid Driver's License.



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Specific Duties: The Administrative Assistant should be familiar with standard office equipment (PC, copier, scanner, telephone, fax machine and postage meter). They should have good working knowledge of Google Suite programs. They must have good organization, time management, communication and PC skills.

They must have a reliable automobile for occasional Bureau duties, and should be physically able to lift 25 lbs.

Wage/Benefits: This is a salaried position. Benefits will include personal time off and holiday pay.

Work Schedule: The Administrative Assistant position is part time 20-30 hours per week with the potential to be full time. Some Saturday/weekend/evening work will be required.

This list outlines the primary duties, skills, and working conditions of the position but is not all-inclusive. The Executive Director may modify responsibilities at any time based on organizational needs, including emergencies, staffing requirements, or workload changes.