

Position Title: Administrative Specialist
Reports To: Vice President of Operations
Department Administration
Job Status, Classification: Full time, Non-Exempt

Position Summary

The Administrative Specialist assists with organizational and administrative projects, provides support to the Administration Team and oversees office and workspace needs.

The ideal candidate in this role will:

- Aspire to inspire transformational moments
- Be a strong, strategic, thoughtful leader
- Always bring their best possible self and work
- Commit to quality and consistency
- Seek opportunities to grow and improve
- At all times be trustworthy, honest and accountable
- Positively contribute to the team culture
- Create success through passion for the hospitality industry, the destination, and the vision, mission and values of the organization

Role and Responsibilities Overview

- Assists department heads with organizational and administrative projects including but not limited to meeting coordination, presentations and reports creation, and external resources management
- Provides administrative support to the Administration team.
- Oversees office and workspace needs including but not limited to ordering and maintaining office and break room supplies, coordinating service providers and ensuring that health and safety standards are met
- Pick up and deliver mail
- Contribute to our safe, healthy, positive, and harmonious work environment

Other Duties

Please note this position description does not cover or contain all activities, duties or responsibilities that are expected of the team member for this position. Duties, responsibilities and activities may change at any time with or without notice.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Expected Competencies

- Ability to prioritize and balance multiple tasks simultaneously
- Professional interpersonal skills and presentation of self
- Superior written and verbal communication skills
- Results driven, proactive and able to work well independently
- Ability to thrive in a fast-paced work environment
- Ability to execute tasks with minimum supervision
- Ability to work under pressure and maintain professionalism

- Ability to recognize and maintain confidentiality of information
- Ability to maintain an excellent attendance record

Desired Education and Experience

- Minimum 1 years' experience using a CRM or similar database system
- Knowledge of Monterey County products and assets
- Experience in the hospitality or meetings industry
- Proficiency using computers including Microsoft Office software and Windows operating systems.

Supervisory Responsibility

This position has no supervisory responsible.

Work Environment

This position operates in a clerical office setting. This role routinely uses standard office equipment such as computers, phones, copiers, and filing cabinets.

Physical Demands

This is largely a sedentary role with extended time sitting at a desk and working on a computer. This role requires the ability to open filing cabinets and bending or standing frequently as necessary. The position may include extended periods of standing or sitting are expected.

Position Type/Expected Hours of Work

This is a full-time position. Office hours of work are Monday through Friday, 8:30 a.m. to 5 p.m. Evening and weekend work or participation in events that occur after hours may be required occasionally.

Travel Expectation

This position does not require travel outside of Monterey County; travel within the County is expected.

MCCVB offers a comprehensive compensation and benefits package including paid time off, paid holidays, 401k plan and group health, dental, vision, life and long-term disability insurance coverage.

If you are interesting in joining our team, please send your cover letter and resume to HR@SeeMonterey.com