

**Discover Dunwoody, the convention and visitors bureau organization for the city of Dunwoody, is hiring an Administrative Coordinator.** Job responsibilities will span from basic to big-picture, and an appreciation for Excel spreadsheets and a go-getter attitude are a must. If this is you, keep reading and apply today.

***Note: This position is part-time with 20-25 hours per week.***

Job Responsibilities:

* Receive and process invoices in Concur.
* Maintain accounting files.
* Create and maintain spreadsheets for financial reconciliations.
* Manage visitor guide distribution to welcome centers and visitor inquiries.
* Manage promotional item inventory, including the ordering and stocking of all items.
* Manage partner listings and event calendars for DiscoverDunwoody.com and ExploreGeorgia.org.
* Communicate with local businesses, organizations, and partners to maintain current and up-to-date event information, specials, promotions, and contact information.
* Collaborate with team and partners to create the Dunwoody Ambassador Program for front-desk associates.
* Communicate with groups regarding welcome bag requests and manage fulfillment and ensure delivery.
* Manage contact and tracking/reporting databases for fulfillment services.
* Complete other administrative tasks such as answer the phone, respond to general e-mail inquiries, handle mailings, manage the front desk, etc.
* And other duties as assigned by the Executive Director.

Skills Required:

* Welcoming, friendly, and hospitable disposition.
* Strong organizational skills and ability to meet deadlines.
* Strong proficiency in Excel.
* Ability to multitask and manage many responsibilities at once.
* Basic accounting experience preferred.
* Vehicle required.

This position is not eligible for medical insurance or other benefits.

E-mail Katie Williams at katie@discoverdunwoody.com to apply.