



Job Description - Administrative Assistant

Salary: \$11.50-12.50/hour DOE

Overview:

- Provide professional and pleasant front-office reception services and assistance to members, customers and visitors while providing clear, effective communication, and professionalism over the phone, in-person, and in writing.
- Ability to multi-task and work under multiple deadlines.
- Work primarily in office and occasionally remote (event) settings indoors and outdoors.
- Ability to listen, answer, and respond to member requests and telephone calls and staff.
- Applicant must be a team player and a self-starter. Must have a great attitude and be enthusiastic to learn and grow. Applicant must be punctual and have flexibility in schedule to accommodate business events and obligations.
- We are looking for someone who can work well under pressure with accuracy. Time management is a must, able to self-prioritize tasks.
- Must be organized and must be able to multi-task while assisting President and Director with deadlines.

Required Skills:

- Light bookkeeping (accounts payables and receivables) and enter checks and manage cash in QuickBooks.
- Must be knowledgeable of Microsoft Office Suite applications to include Word, Excel, Publisher and Outlook (including multiple calendars), and Adobe Acrobat.
- Ability be trained in data entry into industry software systems, point of sale system and social media platforms.
- Maintain inventory for office supplies and merchandise.
- Coordinate administrative efforts with wide variety of volunteers.
- Scan, and process files and documents.
- Manage business and community calendars and set reminders accordingly.
- Ability to handle a wide range of tasks related to the management of a front office and handle administrative duties.
- Must possess a valid California Driver License
- Must be able to stand for long periods, walk, bend and lift to 25 pounds

Other:

- This is a part-time position (average of 20 hours a week). While our regular office hours are Monday through Thursday, 8:00 am – 5:00 pm, there may be occasions where you will be required to work other than standard office hours (e.g., early mornings, evenings, and weekends). There are special events where you may be required to work at least 8 hours a day.
- Experience: Two years as an administrative assistant.
- AA Degree or equivalent is preferred
- Bilingual (Spanish, Mandarin, or Vietnamese) skills are desired, but not required

Send a cover letter and resume to sheryl@duartechamber.com. **Only email submissions will be accepted.** Mailed or hand delivered applications will not be considered. Applications will be accepted until Friday, May 31, 2019. Please note, this date may be closed earlier if an acceptable quantity of qualified candidates has been received.