



### Job Description - Administrative Assistant

*Please note this position may have to work remotely during the pandemic.*

*All applicants must have ability to telecommute (phone and dependable internet service). Equipment will be discussed further in the applicant process.*

Salary: \$15.00-\$16.00/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. Remote work can be performed if necessary.
- Applicant must be a team player and a self-starter. 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 Executive Director with deadlines.

#### Required Skills:

- Must be knowledgeable of Microsoft Office Suite applications to include Word, Excel, Publisher and Outlook (including multiple calendars). Familiarity with virtual meeting and communication applications (such as Zoom, Skype, or Teams) is desirable.
- Ability be trained in data entry into industry software systems, point of sale system, social media platforms, QuickBooks, and PDF program(s).
- 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 15-20 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 or any prior chamber of commerce employment.
- AA Degree or equivalent is preferred.
- Bilingual (Spanish, Mandarin/Cantonese, or Vietnamese) skills are desired, *but not required*.

Send your cover letter and resume to [sheryl@duartechamber.com](mailto:sheryl@duartechamber.com). **Only email submissions will be accepted. Mailed or hand delivered applications will not be considered.** Applications will be accepted until Thursday, July 16, 2020. Please note, this date may be closed earlier if an acceptable quantity of qualified candidates has been received.

Duarte Chamber is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, or status as a qualified individual with disability.

(EOE, D/V, M/F)