



POSITION DESCRIPTION

Administrative Assistant

Reports To: Vice-President

Position Overview

Provides clerical and administrative support to the JCVB staff. Works fairly independently. Focus primarily as office support staff person. The Administrative Assistant must perform in a reliable and confidential manner.

Responsibilities and Duties

- Answers and routing all incoming telephone calls for the office
- Greets and provides exemplary service to clients and/or visitors as needed
- Performs administrative and office support activities for multiple team members
- Assist with preparation of presentations and reports as needed
- Assist with word processing, creating spreadsheets and filing
- Updates Sales Sell Sheets
- Responsible for all reader response and fulfillment requests
- Responsible for mail pickup, delivery, and distribution, including bulk mail
- Responsible for brochure rack and promotional display
- Responsible for all aspects of office supplies , sales materials and giveaways , including budget
- Assists with projects as assigned
- Other duties as assigned by the President & CEO or Vice-President

Position Requirements

- Strong communications, customer service and detailed organization and administrative/office skills
- Ability to deal effectively with potential clients and the public
- Excellent verbal, written and presentation skills



- Professional appearance
- Consistent and reliable presence at work
- Knowledge of the convention and tourism industries a plus
- Strong and consistent ability to prioritize activities within specific time guidelines and to handle multiple tasks
- Applied knowledge of computer software including Microsoft Outlook, Word, PowerPoint and Excel
- Ability to use all required office equipment
- Some use of personal vehicle
- Ability to handle physical activity for extended periods of time such as computer work, keyboarding, telephone use, sitting and/or standing
- Ability to lift, push or pull objects of 50 lbs. or more