

MONTEREY
Monterey County Convention
& Visitors Bureau

Job Title: Administrative Coordinator
Reports To: Vice President, Operations
Department Administration
Job Status, Classification: Full-time Regular, Non-exempt

Position Summary

The Administrative Coordinator is responsible for providing clerical support to the Senior Management Team and general administrative support and office coordination for the MCCVB Team members.

Essential Functions & Responsibilities

- Provides administrative support to the senior leadership team
- Provides administrative support to the Board of Directors and Committees
- Attends meetings and records and transcribes meeting minutes as needed
- Creates and prepares binders, correspondence, presentations, and reports utilizing clear and concise language for meetings and events
- Assist with coordination and planning of Annual Luncheon and Quarterly Forums
- Coordinates office supplies and various contracts, leases, and service vendors
- Coordinates and maintains the office lobby, greets visitors, vendors, clients, job candidates and customers
- Answers the office telephone, provides information, takes and relays messages and direct calls to appropriate personnel
- Maintains CRM database of member information
- Liaises with members regarding website listings and provides Extranet Training to members
- Maintains various group term and attendance lists and directories
- Maintains various safety related logs and service providers
- Provides support to the Finance, Visitor Services and Membership programs as needed
- Monitors and cares for office common areas including conference and breakrooms
- Posts and distributes incoming and outgoing mail
- Contributes to our safe, positive and harmonious work culture and environment.

Other Duties

Please note this job description is not designed to cover or contain all activities, duties or responsibilities that are required of the team member for this job. 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.

MONTEREY
Monterey County Convention
& Visitors Bureau

Required Competencies

- Excellent administrative and organizational skills
- Excellent oral and written communication skills
- Time management skills with strong ability to multi-task and prioritize multiple projects
- Ability to recognize and maintain confidentiality of information. Demonstrates and adheres to confidentiality in the work place.
- Responsible, reliable team player
- Expert in using computers including Windows based Cloud operating systems
- Expert in using Microsoft Word, Outlook, PowerPoint and Excel
- Ability to work under pressure and maintain professionalism
- Must maintain excellent attendance record

Required Education and Experience

- Proficiency using a CRM or similar database system
- A minimum of 2 years' experience in an office administrative support role

Preferred Education and Experience

- Experience in the hospitality industry
- Prior CVB and/or non-profit experience

Supervisory Responsibility

This position has no supervisory duties.

Work Environment

This job 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; however, some filing and moving around of packages delivered is required. This role requires the ability to lift items, open filing cabinets and bend or stand as necessary.

Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, 8:30 a.m. to 5 p.m. Evening and weekend work is not expected however it may be required as needed.

Travel Expectation

This position is expected to travel less than 5%.

Additional Eligibility Qualifications

None required for this position.