



## **JOB DESCRIPTION**

### **Administrative Assistant**

**(One Full-Time Position or 2 Part-Time Job Share Positions)**

**Responsible for** overseeing the daily operation of the Travel Salem administrative office with emphasis on assisting the CEO and program directors.

### **Reports to the CEO**

#### **Clerical/Reception**

- Open and close office daily
- Serve as primary Travel Café backup staff
- Responsible for all incoming and outgoing postal mail
- Responsible for answering administrative office telephones
- Overall office management (i.e. order/maintain office supplies & equipment, vacuum/garbage, coffee).
- Maintain and order stationery, business cards, envelopes etc.

#### **Administration**

- Administrative support to CEO
- Assist program directors as needed
- Maintain administrative files
- Assist with Board of Director meeting preparation
- Prepare minutes for Board meetings
- Maintain the Association's multiple databases (e.g. Maximizer)
- Schedule and organize meetings/events (e.g. locations, notice, RSVPs)
- Serve as internal liaison with accounting firm; process payables and receivables; manage petty cash; reconcile retail cash
- Coordinate internal monthly, quarterly and annual reporting needs

#### **Technology**

- Serve as internal liaison with contract IT vendor; provide general IT support
- Collect quarterly and annual events for TravelSalem.com as needed
- Create power point presentations as needed

#### **Requirements**

- Strong professional written and verbal communication skills
- Ability to assist with budgeting and produce detailed spreadsheets
- Ability to work closely with a team to achieve common goals
- Excellent customer service skills

- Perform other duties as assigned
- Proficiency in Microsoft Office programs
- Required OLCC server license (training to be provided if necessary)
- Requires some evenings, weekends and travel
- Vehicle required and valid & unencumbered drivers license with an insurable driving record
- Must be able to lift a maximum of 25 pounds
- Work hours 8:15am – 5:15pm

**Compensation**

- Hourly, non-exempt
- Health, dental/vision, short-term disability, retirement plan with 3% employer match

Please submit a cover letter, resume and salary history to Attn: Human Resources, Travel Salem, 181 High Street NE, Salem, OR 97301 or email to [jobs@travelsalem.com](mailto:jobs@travelsalem.com) no later than January 8, 2009.

For more information visit [www.TravelSalem.com](http://www.TravelSalem.com).