



Administrative Assistant

Job Description

(Part-time /25-27 hours a week)

Responsible for overseeing the daily operation of the Travel Salem administrative office, assisting the CEO and Community Development Director and serving as backup to Guest Services Coordinator and assisting program directors.

Reports to: Angie Morris, CEO

Clerical/Reception

1. Liaison between customers and internal staff.
2. Designated lunch and break coverage for Guest Services Coordinator.
3. Responsible for incoming and outgoing postal mail, bulk and express mailings.
4. Serve as backup for visitor telephone calls. (9am-3pm & when needed)
5. Overall office management
 - a. Opening & closing office procedures.
 - b. Maintain office supplies (e.g. stamps, paper, pens, files)
 - c. Maintain office equipment (e.g. copier, fax, phones)
 - d. Maintain office cleanliness (liaison with janitorial service, water delivery etc.)
6. Assist with Maximizer database projects.
7. Assist program managers with clerical support.

Membership

1. Communicate with current members through correspondence, telephone, email and personal contact.
2. Organize regular Membership committee meetings as needed.
3. Maintain the database for contact management, data integrity, etc.
4. Process credit card payments and maintain credit card records for reconciliation.
5. Oversee the processing of bi-annual billings, including past-due and final notices.

Administration

1. Administrative support to CEO.
2. Maintain administrative files.
3. Schedule & organized meetings (e.g. locations, notice, RSVPs).
4. Process receivables & payables.
5. Bank deposits.
6. Complete accounting charts for CEO.
7. Coordinate payables & receivables with accountant.
8. Prepare Executive Board & Board of Directors packets.
9. Timecards preparation

Miscellaneous

1. Perform other duties as assigned by supervisor.

Compensation

Hourly, non-exempt

No benefits

No paid time off

No holiday pay

Hours

Monday – Friday 9am-3pm

½ hour lunch

IBfiles/staff/15-16/jobdescriptions/AdministrativeAssistant