



## **Administrative Assistant**

### **Job Description**

(Full-time)

**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.
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 support/projects (Convention Department and Marketing & Communications Department).

#### **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

Benefit position (Health, Dental, Vision, Vacation & Sick time, Simple Ira plan)

### **Hours**

Monday – Friday 8:15am - 5pm

1 hour lunch

Two 10 minute breaks

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