

# **Apache Junction Chamber of Commerce**

## **Administrative Assistant**

**JOB TITLE:** Administrative Assistant

**REPORTS TO:** CEO/President

**STATUS:** Full time, 40 hours/week

**\*\*must submit cover letter & resume to ceo@ajchamber.com\*\***

### **SUMMARY:**

Under the direct supervision of the CEO/President, the administrative assistant will provide administrative and clerical support for the CEO/President and office staff and ensure the efficient and smooth day-to-day operation of the office. The position will greet and direct visitors and answer/respond to calls and emails. Qualified candidates will have strong communication skills, both verbal and written, with a strong ability to multi-task and a positive, friendly demeanor. In addition to typing, filing and scheduling, will perform duties such as record keeping, coordination of meetings and conferences, and work on special projects including special events and presentations. Also, answer correspondence and assemble highly confidential and sensitive information. Deal with a diverse group of important external callers and visitors as well as internal contacts. Independent judgment is required to plan, prioritize and organize a diversified workload.

The most qualified candidate for this role will have experience assisting within a customer service environment. This position also requires understanding of office productivity applications such as Microsoft Office suite and Windows operating systems. The administrative assistant must be reliable, flexible, trustworthy, people-oriented, friendly, patient, quick thinking and illustrate initiative and responsibility. This person will play an integral role in the organizational strength of our company and enjoy a teamwork-based work environment.

### **DUTIES:**

- Provide administrative support for team.
- Provide information by answering questions and requests through phone calls, emails and in person meetings.
- Perform accounting tasks, including invoicing and budget tracking.
- Manage incoming mail, faxes and emails.
- Photocopy and assemble documents and mailings.
- Conduct research, compile data and assist in preparation of presentation materials.
- Arrange meetings and organize calendars.
- Ensure operation of equipment by completing preventative maintenance requirements including calling for repair, maintaining equipment inventory, evaluating new equipment and techniques.
- Maintain supplies inventory by checking stock to determine inventory level, anticipate needed supplies, place and expedite orders for supplies, verify receipt of supplies.

- Attend and assist with chamber events as needed.
- Contribute to team effort by accomplishing related results as needed.
- Other duties as assigned.

**SKILLS/QUALIFICATIONS:**

- High School diploma or GED.
- Outstanding written and verbal communication skills.
- Excellent time management skills and ability to multi-task and prioritize workload.
- Proficiency in MS Office including Word, Excel and PowerPoint.
- Knowledge of office management procedures and systems.
- Ability to complete complex administrative tasks with minimal supervision.
- Attention to detail and accuracy. Problem solving skills.
- Project planning and organizing.
- Ability to work with and maintain confidential and sensitive information.
- Capability and desire to work in a team-based work environment.
- Ability to work select evenings and weekends as needed.

**PHYSICAL DEMANDS AND ABILITIES:**

- Regularly spend long hours sitting and using office equipment and computers.
- Ability to walk and stand several hours per day.
- Occasionally lift up to 25 pounds.