

Administrative Assistant Position

- Description of the Position:** Part-time position. 30 hours per week. The Administrative Assistant will report to and work under the direction of the Executive Director in all duties that relate to the operations of the TECC Chamber.
- Primary Responsibility** Greet each and every visitor with a warm welcome.
- Qualifications:** Prior office experience. Must demonstrate strong time-management skills. Requires a professional demeanor with pleasant communication skills. Must have the ability to work with limited supervision.
- Requires adaptability and willingness to learn Chamber data base and other software. Must have working knowledge of Excel, QuickBooks, Word, Power Point and Social Media.
- Duties:** The Administrative Assistant shall be tasked to keep the visitor center running efficiently.
- They will work with members to have their brochures and media in the chamber office; including correct information on the chamber website.

Chamber Office/Visitor Center

- One area of focus will be to establish a schedule for Ambassadors to fill gap times, allowing the office to be open during posted hours
- Create an Ambassador roster for each event and happening
- Sending visitor and relocation information
- Maintain Walk-In Visitor Report and Visitor Inquiries Report to be included in board meeting reports
- Assist in answering phone calls and greeting walk in visitor

Office administration:

- Pick up mail
- Make deposits
- Inventory supplies and items located in chamber office for sale

Membership Data Base and Invoicing

- Maintain Membership database
- Assist in the invoicing member dues and event billing
- Update member information as necessary and add new members

Website and Social Media

- Add events to the chamber events page and calendar

- Maintain annual event dates on the calendar

Miscellaneous Items

- Positively Promote Chamber membership
- Assist with event planning and execution
- Attend Chamber events and community related happenings when possible
- Give accurate information to the best of your ability or in a timely fashion contact the inquirer with the requested information
- Share information of community and chamber events, report interesting facts to staff and Ambassadors

The position shall be subject to review by both parties after 90 days.

Closing Date: October 31, 2015

Applications available at the Edgecombe County Manager's office, 201 St. Andrew Street, Tarboro, NC, online at www.edgecombecountync.gov or may be requested by calling 252-641-7834 or 252-823-7241. Pre-employment screenings required. AA/EOE. Applications may be submitted to Susan Freeman, Director, Tarboro-Edgecombe Chamber of Commerce at 509 Trade Street Tarboro, NC 27886.