

Sand Springs Chamber Administrative Assistant

Job brief

We are looking for a responsible Administrative Assistant to perform a variety of administrative and clerical tasks. Duties of the Administrative Assistant include providing support to our President and Board Member, assisting in daily office needs and managing our company's general administrative activities.

What does an Administrative Assistant do?

Administrative Assistant responsibilities include making meeting arrangements, preparing reports and maintaining appropriate filing systems. The ideal candidate should have excellent oral and written communication skills and be able to organize their work using tools, like MS Office Suites of programs and office equipment. If you also have previous experience as a Secretary or Executive administrative assistant and familiarity within our industry, we'd like to meet you.

Ultimately, a successful Admin Assistant should ensure the efficient and smooth day-to-day operation of our office.

Responsibilities

- Answer and direct phone calls
- Organize and schedule appointments
- Write and distribute email, correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain existing filing system
- Update and maintain office policies and procedures
- Order office supplies and research new deals and suppliers
- Maintain contact lists
- Assist with monthly billing and organizing incoming payments
- Provide general support to visitors
- Liaise with executive board to handle requests and queries for the full board of directors.
- Act as the point of contact for external members and internal tenants

Requirements

- Proven experience as an administrative assistant.
- Knowledge of office management systems and procedures
- Working knowledge of office equipment, like printers and fax machines
- Proficiency in MS Office (MS Excel, MS Outlook, MS Word and MS PowerPoint, in particular. Knowledge of Quick books and Photoshop is a plus).
- Excellent time management skills and the ability to prioritize work

- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- Self-started and can easily see issues and take charge of handling them.
- High School degree; additional qualification as an Administrative assistant or Secretary will be a plus
- Attend Open Forum luncheon once a month and assist with check in of attendees

Time and Compensation:

20 hours a week Monday – Thursday 9a – 2pm (occasionally a Friday or Saturday may be required depending on events)

\$15 per hour

No benefits are offered

Submit resume to:

Kristen@sandspringschamber.com or fax to 918-245-2530