

## *Arab Chamber of Commerce*

### **Title: Executive Assistant**

### **Reports to: Chamber President**

#### **Summary:**

The Arab Chamber of Commerce is accepting applications for the position of Executive Assistant. This position is a full time position.

#### **Duties and Responsibilities:**

- The Executive Assistant is primarily responsible for the facility, communication, social media, accounts receivable / payable, and data entry for the chamber
- Maintain all resource and reference material such as new member and relocation packages, distribute perspective new-comers information and report numbers of information requested and distributed
- Track number of relocation and new business packages distributed
- Assist the President to maintain accurate and up to date financial records as directed in by-laws, policy, and federal/state regulatory mandates
- Maintain and update member database as needed to include tracking of annual member dues and invoicing of members using QuickBooks and ChamberMaster
- Assist with scheduling, projects, meetings, events, financial reports, and setup for all scheduled Chamber meetings
- Responsible for weekly e-blast informing members of community events and membership deals by collecting information from members for distribution
- Assist in the updating of the website to include updating the calendar; maintaining current information for all member pages and relocation pages
- Work with the President on projects and special events and provide support when needed under the direction of the President
- Responsible for reception area, incoming calls, walk-in traffic, distribution of messages to staff and board as needed, greet members, visitors, and answer incoming calls with professional enthusiasm
- Order office/ building supplies as needed to maintain inventory
- Retrieve mail from Post Office Box and make weekly bank deposits
- Open and close the Chamber offices in a timely manner each business day

#### **Experience and Professional Qualifications:**

Prior office experience preferred

High school degree required; some college preferred

Ability to work independently and proactively to prioritize and meet deadlines with minimal supervision

Proficient in Microsoft Office programs, QuickBooks, social media, and excellent technological skills

Ability to maintain confidentiality and professional conduct at all times

Strong interpersonal skills with the ability to work effectively with all employees and partners

\*Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions