

## Office Manager/Executive Assistant

### Job Description

**Position Title:** Office Manager and Executive Assistant to the Executive Director

**Reports to:** Executive Director, Havre Area Chamber of Commerce. In the absence of an Executive Director, the Office Manager will report to the Chamber Board President.

**Objective:**

This position provides general office management, bookkeeping, payroll, banking, administrative/secretarial duties, and other tasks as needed for the Havre Area Chamber of Commerce.

**Responsibilities:**

- Record and maintain all financial transactions such as purchases, expenditures, invoices, and payments. Reconcile all financial accounts. Accountable for accounts payable and receivable and maintain accuracy of all organization physical and digital files.
- Maintain current list of Board Members (Directors), Committees, and Committee Chairs and contact information-Name, phone, email, etc.
- Ensure accuracy of Havre Chamber Member Directory (list of all Havre Chamber Members by classification available to Havre Chamber Members only) and keep all email and mailing lists current, including the Business Directory and Havre Chamber Website.
- Utilize basic office equipment with proficiency including PC, laptop, printer, scanner, copier, postage machine, tablet, and Square credit card system.
- Operate office software systems and platforms including Microsoft Office, QuickBooks, GatherBoard, Google Drive, RunSignUp, Trello, and Canva.
- Schedule required meetings, send reminder emails and notices, prepare financial reports, make phone calls, create meeting agendas, transcribe meeting minutes and distribute accordingly. Attend meetings as required. Participate on Chamber committees as directed.
- Draft, type, and format letters and reply to business and member correspondence. Respond to emails, calls, and visits from members and prospective members.
- Answer office phone, screen and direct calls. Perform receptionist duties at front desk, greet and provide area information to visitors center guests.

- Assist in the planning, coordination, preparation, fundraising, and execution of Chamber hosted events, programs, and projects. Attend events as directed.
- Manage the community calendar via GatherBoard platform, adding Chamber and community events as information is collected, and ensure all submitted events are approved and posted in a timely manner.
- Assist in social media and website management and updates, as well as creating content for social media posts.
- Aid with creation, production and online publication of quarterly Chamber newsletter.
- Ordering of office/cleaning/bathroom supplies within budget, and storage and organization of items, keeping a reasonable amount on hand at all times.
- Order and stock an adequate supply of state, regional, local and community information and maps, as well as those from surrounding states/Canada, and display and storage of items in orderly manner.
- Responsible for light housekeeping duties including, but not limited to: Vacuuming, dusting, sweeping, moping, and cleaning, as well as scheduling cleaning of windows and carpets when needed.
- Ability to multi-task and work with frequent interruptions.
- Other duties as assigned based on the needs of the Havre Chamber.

**Work Conditions:** The majority of work is performed Monday-Friday 9:00am-3:00pm in an office setting. Work environment is dictated by the activities and needs of the Havre Chamber. There will be occasional periods of heavy workload, and this position is subject to work outside of traditional office hours and extended operating hours/days. Minimal area travel required occasionally.

### **Required Skills & Qualifications**

Excellent Verbal and Written Communication Skills

Friendly and Personable Demeanor

Exceptional Customer Service

Polished and Professional Appearance

Working Knowledge of Basic Office Equipment

Preferred Fluency in Microsoft Office

General Knowledge of the Havre Area

Prior Office or Upper Management Experience Preferred

Pay is \$17 per hour DOE

