

CORNERSTONE OF OUR COMMUNITY

*International Falls Area*

# Chamber



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## **Administrative Assistant Opening at the Chamber!**

The Chamber of Commerce is seeking a highly-motivated, friendly, and energetic person to serve both the Chamber of Commerce and Convention and Visitors Bureau (CVB) as an Administrative Assistant.

As the first point of contact for visitors to the Chamber, ensure they encounter a friendly, inviting, clean and orderly environment. As a critical contact for members, be respectful to everyone, offer immediate response to member needs and exceptional customer care. Assist in the growth and retention of membership.

Candidates should be proficient Microsoft Office, familiar with Social Media networks, possess excellent communication skills, enjoy planning projects and events, be comfortable selling Chamber and CVB services, and thrive on providing quality customer service to the Chamber and CVB membership, community, and visitors to the area.

Personal characteristics and requirements include: enthusiastic and organized; positive, team-oriented individual; ability to work on multiple projects, meet deadlines, organize and prioritize assignments; and has excellent verbal, written, analytical, and interpersonal skills. The ideal candidate is a positive and motivated individual who cares about our community and businesses, as well as understands the importance of the tourism in our area.

This position is full-time and includes paid time off, retirement, (simple IRA), and medical benefits. Salary based on experience and qualifications. A complete job description is available at the Chamber/CVB office, or at [www.ifallschamber.com](http://www.ifallschamber.com).

If interested, please e-mail, mail or deliver a cover letter and resume to:

Tricia Heibel  
President  
International Falls Area Chamber of Commerce  
301 2<sup>nd</sup> Avenue  
International Falls, MN 56649  
[tricia@intlfalls.org](mailto:tricia@intlfalls.org)

**Application submissions must be provided to the Chamber office by Wednesday, July 26, 2017, 5:00 PM**

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 301 SECOND AVENUE, INTERNATIONAL FALLS, MN 56649

 218-283-9400 1-800-FALLS-MN

 [IFALLSCHAMBER.COM](http://IFALLSCHAMBER.COM)    [CHAMBERADMIN@INTLFALLS.ORG](mailto:CHAMBERADMIN@INTLFALLS.ORG)

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Journey to Success