

MGC Chamber of Commerce Executive Assistant -Job Description

The Executive Assistant provides support for the President/CEO and performs administrative duties for a busy Chamber office.

Duties Include:

- Maintaining database for Chamber membership
- Monthly invoicing for dues and event fees
- Coordinating financials with our accountant
- Scheduling meetings for Chamber committees
- Answering phones
- Serving as a greeter for the Chamber office
- Preparing a weekly bank deposit
- Creating weekly member newsletter
- Writing press releases for Chamber events
- Organizing monthly board meeting communications
- Preparing minutes from board meetings

The successful candidate will have excellent writing skills, strong, working knowledge of Microsoft Office Suite. Mac based system experience is a plus.

Knowledge of our community and local businesses is helpful.

This position is perfect for a someone seeking more than a job, but rather being a part of a larger mission of growing our business community each and every day.

Candidates must be 18 or older to apply. A college degree is preferred but not required.

Position involves a combination of daily desk work and limited physical labor related to set up during events.

Job Type: Full-time, 40 hours per week. 8:00am – 4:00 pm Monday – Friday.
Occasional evening work for events

Pay Rate: \$12.00 - \$13.00/per hour based on experience. Paid holidays, vacation and sick days included. Healthcare package available