

FAYETTE COUNTY

Chamber Of Commerce

Administrative Assistant

The Fayette County Chamber of Commerce is seeking an energetic individual looking to grow their skill-set in the areas of marketing and business administration.

Job Duties:

- Greets members and guests to the chamber office
- Appropriately responds to questions and requests for information
- Maintain office supply inventory
- Generate email, memos and reports, when necessary
- Perform general clerical duties to include, but not limited to, telephone reception, photocopying, mailing, filing
- Assist in the planning and execution of multiple community events
- Assist with the cleaning and upkeep of the office

Requirements:

- Must be fluent in English, with written and verbal proficiency
- Possess excellent time management skills with the ability to multi-task and prioritize work
- Always possess a great attention to detail and positive attitude
- Possess knowledge of operation of standard office equipment
- Ability to lift 25 pounds
- Possess reliable transportation, valid Ohio Driver's License and legally required insurance

This is a part-time position with flexible hours that will include some weekend/evening hours.

Qualified candidates should apply in person:

Fayette County Chamber of Commerce, 206 E Court Street, Washington CH, OH 43160

Equal Opportunity Employer