

## Administrative Assistant Job Description

**Reports To: Chamber President / CEO**

### Responsibilities and Duties:

- Social Media & Marketing
- Assist in the planning and coordination of events
- Clerical Duties
- Customer Service
- Manage office supplies & Inventory
- Answer & field incoming calls
- Manage incoming/outgoing postal mail and electronic communications.
- Maintain adequate records of transactions and correspondence
- Maintain and make updates to the Chamber's website
- Data entry internally and online
- Assist with membership sales, member retention and membership needs assessment calls
- Aggressively promote available programs, events, growth opportunities and services
- Development and distribution of publications
- Establish and maintain ongoing effective communications with members and the community
- Works in the Pittsboro office and sometimes in the Siler City office
- Other duties as assigned.
- Strive continually to develop a better understanding of the purpose and functions of the Chamber of Commerce.
- Display a strong commitment to the community