

# **Dawson Chamber of Commerce**

## **Job Description**

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**Position:** Chamber Assistant  
**Department:** Administration/Development  
**Reports To:** Chamber President  
**FLSA Status:** Contract Employee  
**Days/Hours:** Monday – Friday (Some Saturdays and evenings for events)  
**Effective:** January, 2017 **Reviewed:** January, 2017

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### **JOB SUMMARY**

Provide secretarial/receptionist/accounting services within the Chamber favorable to the efficient carrying out of the Chambers role in the community and to develop office procedures conducive to accurate and useful records and resources.

### **ESSENTIAL FUNCTIONS**

- Prepares all correspondence for mailing, including securing necessary approvals and signatures.
- Prepares all Chamber meeting notices, agendas, Board minutes/records, bulletins, certificates, and other typed or printed materials required.
- Creates and maintains a useful, accurate filing system for all Chamber records and materials.
- Answer inquiries from visitors, potential businesses, etc. Be able to tell them about Dawson and the surrounding areas.
- Facilitate the sales of Chamber Bonus Bucks.
- Maintain all accounting records to include accounts payable, accounts receivable, financial reports and statements
- Order office supplies, maintaining office equipment, keeping office well supplied
- Assist the President and Chamber Board of Directors with all events and meetings.
- Keep website, Facebook, and Highway 212 sign up to date.
- Perform other related duties as required.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Required to have demonstrated advanced knowledge and abilities in these areas:

- Ability to interface well with others and represent the Chamber in a highly professional manner.
- Proficiency in Microsoft Word, Excel, Outlook and PowerPoint. Database management experience preferred.
- Excellent verbal and written communications skills.
- Ability to present information concisely and effectively, both verbally and in writing
- Excellent interpersonal skills.
- Must possess exceptional organizational skills.
- Demonstrated ability to multi-task, meet designated deadlines and work independently.