



SCC Job Description

Job Title: Administrative Generalist II

Reports To: Director of Administration

Summary:

Responsible for assisting in the development of the administrative materials and clerical strategies designed to enhance the growth and community awareness of the Chamber.

General Duties and Responsibilities include:

Administrative Development:

- Answers telephones and transfers to appropriate staff member or takes message.
- Create and modify documents using Microsoft Office
- Perform general clerical duties to include but not limited to photocopying, faxing, mailing and filing
- Maintain hard copy and electronic filing system
- Research prices associated with chamber activities and events
- Assist the DOE in setting up and coordinate meetings and conferences
- Making soft calls to members concerning applications and processing
- Making soft calls to members concerning Chamber opportunities and prospective interest
- Preparing Meeting and Committee Agendas and Minutes
- Other duties as required.

Qualifications:

1. Education/Experience: Min. Bachelors Degree (BA/BS) in related field, 3 years work experience.
2. License: Valid driver's license.
3. Computer Skills: Working knowledge of Microsoft Windows, Outlook, Excel, Word.
4. Language Skills: Ability to comprehend instructions; read and write reports-correspondence; ability to present information to top management, and ability to respond to general public inquiries. Must have excellent communication skills (written, oral, verbal); ability to manage people and problem solve, obvious professional demeanor.

Work Schedule: Flexible

SCC Meetings Attendance: Mandatory (Monthly, unless excused)

Friday, June 10, 2016