Job Description

Job title	*Administrative Assistant*
Reports to	*Executive Director*

Department: Explore Brookhaven
FLSA Status: Non-Exempt

Hours: Monday – Friday, 9 a.m. – 5 p.m. This position is not eligible for remote work opportunities. Must be in-office full time. Some evening and weekend work may be necessary.

Compensation: $15 - $18 hour eligible for medical, dental, vision, 401K matching, PTO, disability

JOB SUMMARY

The Administrative Assistant is responsible for planning, coordinating, and supporting the administrative functions for the Explore Brookhaven team, which is comprised of the Executive Director, Director of Marketing, Marketing Specialist, and Sales staff. This position carries out duties such as visitor information services, answering incoming calls, filing, copying, scanning, making travel arrangements, scheduling, event planning, and other receptionist duties as needed

ESSENTIAL JOB FUNCTIONS:

- Provides administrative support to the members of the Explore Brookhaven team
- Compiles and prepares board meeting packet for review and distribution
- Maintains visitor information area
- Maintains inventory and re-orders branded items, when needed
- Maintains rapport with customers, managers, and employees by arranging continuing contacts in database; researching and developing new services and methods; setting priorities; resolving problem situations
- Coordinates IT needs and services
- Welcome and greet visitors to our building, provide information on area restaurants and things to do and see while they are in town. Answer questions and ensure their needs are met
- Answers incoming calls and responds to general info@ email requests
- Supports office staff by submitting credit card and out-of-pocket expense transactions in QuickBooks
- Monitors and maintains office supply levels and places orders as needed
- Maintains and supplies all shared spaces including meeting room, kitchen/breakroom to ensure they are kept clean, organized, and well stocked
- Maintains copiers, printers and other equipment by monitoring inventories and ordering supplies, troubleshooting, and correcting simple malfunctions, and calling for repairs when needed
- Plans and coordinates staff functions, celebrations, including anniversaries, birthdays, departures, to also include coordination of gifts when appropriate
- Maintain confidentiality of marketing and sales information, database files, financial statements, web statistics and other sensitive data
- Other duties as assigned

MINIMUM REQUIREMENTS TO PERFORM DUTIES

- High school diploma and prior work experience of one or more years in an administrative position which included computer operations; or a degree in hospitality, tourism, business, or communications; or an equivalent combination of education and professional experience in business, hospitality, meeting planning and/or communications
- A valid driver's license, current automobile insurance, and access to a vehicle.
- Advanced working knowledge with Microsoft Office Suite including Outlook, Word, Excel, and PowerPoint.
- Familiarity with office and AV equipment
- Tech-savvy and good at troubleshooting simple/general IT issues.
- Professional and friendly demeanor with the ability to effectively build and maintain relationships with industry partners, clients, and colleagues
- A strong desire and capability to support the needs of fellow staff and Explore Brookhaven's tourism community partners
- Sees projects and tasks through from start to finish, requesting additional direction when needed, and the ability to follow and provide clear verbal and written instructions
- Attention to detail, accuracy, and quality assurance a must
- Excellent interpersonal, customer service, organization, planning, and problem-solving skills

KNOWLEDGE, SKILLS AND ABILITIES

- Willing to learn attitude and self-starter
- Generate memos, emails, contracts, event flyers, and reports
- Respond to questions and requests for information; exceptional communication skills
- Ability to analyze and revise operating practices to improve efficiency
- Superior organization skills and dedication to completing projects in a timely manner
- Answer incoming calls and assume other receptionist duties when needed
- Assume responsibility for maintenance of office equipment, including computers, and printers
- QuickBooks knowledge a plus
- Familiar with the City of Brookhaven a plus
- Spanish language abilities a plus
- Hospitality background a plus
- Event planning experience a plus

WORKING CONDITIONS

The employee may be required to work both inside and outside an office setting. Most work will be performed during regular office hours. The employee will attend special programs and events, which will involve public appearances and may include evening or weekend work.

PHYSICAL REQUIREMENTS

The employee may experience prolonged periods of sitting or standing, speaking, and walking. The employee will routinely be required to stand, walk, push, pull, reach with hands and arms, talk, and hear. The employee should be able to lift to 50 pounds.

TRAVEL

Some local travel, generally within Brookhaven city limits, is required, but not extensive. Therefore, the employee must have a valid driver's license, current automobile insurance and own or have access to an automobile when needed.

EEO STATEMENT

Explore Brookhaven provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Submit a current resume to (info@explorebrookhaven.com). Include Administrative Assistant in the subject line.