

Part-time Administrative Assistant

Job Summary

Provides administrative and clerical support for the Vidalia Convention & Visitors Bureau, (VCVB) Executive Director.

Major Duties

1. Provides administrative and clerical support for the VCVB Executive Director.
2. Answers telephone and greets visitors, provides information and assistance; screens calls and relays messages.
3. Maintains calendar and schedules group tours, meetings and events in the museum building.
4. Maintains and updates Vidalia CVB social media channels.
5. Maintains office files and records.
6. Receives and distributes incoming mail; prepares and posts outgoing mail.
7. Reviews Pal weekly point-of-sale reports and prepares deposits.
8. Operates museum gift shop, maintains gift shop inventory list.
9. Generates daily and monthly gift shop point-of-sale reports and prepares deposits.
10. Prepares welcome gifts for visitor groups, meetings and events.
11. Maintains promotional items and printed promotional materials inventory lists.
12. Assists in managing use of the Ronnie A. Dixon City Park.
13. Orders office and museum supplies.
14. Serves as a museum guide and local visitor information specialist.
15. Assists with events held by the VCVB.
16. Will plan, coordinate, and schedule all social media posts with the Executive Director.

Knowledge Required by the Position

1. Knowledge of Microsoft Office and Google Drive products.
2. Knowledge of event planning principals.
3. Knowledge of computers and job-related software programs.
4. Skill in operating such office equipment as a computer, calculator, copier and point-of-sale system.
5. Skill in report preparation and records.
6. Skill in the provision of customer service.
7. Skill in public and interpersonal relations.
8. Skill in oral and written communication.

Guidelines

Guidelines include department and city policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

Complexity/Scope of Work

- The work consists of related administrative duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide administrative support for department operations. Success in this position contributes to the efficiency of those operations.

Contacts

- Contacts are typically with other city employees, vendors, volunteers, program participants, and members of the general public.
- Contacts are typically to give or exchange information, provide services, and resolve problems.

Physical Demands/Work Environment

- The work is typically performed while intermittently sitting, standing, or stooping.
- The work is typically performed in an office with some work outside of the office.

Supervisory and Management Responsibility

None

Minimum Qualifications

- High School diploma or equivalent required
- Minimum two years of related experience