

**MARBLEHEAD CHAMBER OF COMMERCE  
POSITION DESCRIPTION**

**Job Title:** Office Assistant  
**Supervisor:** Executive Director  
**Classification:** Part Time – 15 hrs./wk.

**GENERAL STATEMENT**

Performs a variety of routine clerical support tasks, reception, and office functions efficiently and effectively with keen attention to detail.

**POSITION QUALIFICATIONS**

- Warm and welcoming personality.
- Strong written and verbal communication skills.
- Ability to multi-task and prioritize workload in a fast paced and dynamic environment.
- Superior organizational abilities.
- Highly motivated to work independently with a commitment to excellence.
- Proficiency in MS Office Suite: Outlook, Word, Excel, Access.
- Familiarity with social media platforms.
- High School education; previous office experience preferred.

**MAJOR RESPONSIBILITIES**

**Daily Operations:**

Answer and field incoming calls in a cheerful, courteous and professional manner.  
Manage incoming and outgoing mail including electronic communications.  
Monitor office supplies and equipment.  
Obtain current information; serve as a consistently reliable resource to the community.  
Anticipate needs for programs and administrative functions.  
Maintain current meeting and event calendars, both internal and external.  
Maintain neat and orderly records management systems.  
Cultivate open and effective communications with the general public, membership, and co-workers.

**Membership and Community Relations:**

Greet office visitors with enthusiasm; offer assistance and recommendations.  
Ensure adequate supply of brochures, rack and business cards, etc. to promote membership.  
Prepare and distribute membership packets in a timely manner.  
Advise membership of new programs, events and services.  
Update and maintain membership database.  
Respond to membership inquiries and needs in a timely fashion.  
Assist with logistics, planning and execution of all events.  
Foster goodwill to enhance the Marblehead Chamber of Commerce's public image.

**Miscellaneous:**

Display reliability, self-discipline and a willingness to take on challenging tasks.  
Provide flexible schedule to include some evening and weekend hours.  
Respect privacy with confidential and proprietary information.  
Explore opportunities to add value and efficiencies to job accomplishments.  
Assist with special projects as directed.  
Other duties as assigned.