
CREEDE & MINERAL COUNTY CHAMBER OF COMMERCE& VISITOR CENTER

Creede & Mineral County Chamber of Commerce& Visitor Center
Seeking

Administrative Assistant

Job description

Requires strong computer skills, flexibility, excellent interpersonal abilities, and project/ event coordination. Successful candidates provide high-level administrative support and have the ability to work well with the Executive Director, business owners /representatives, volunteers, and visitors.

Typical duties

- Performing office and administrative duties to assist executive director including membership management & general office duties & maintaining office area
- Phone etiquette
- Preparing and executing Chamber events with the Executive Director
- Training and working with volunteers
- Customer relations - positivity and enjoying working with visitors, businesses, and volunteers

Qualifications

- Highly organized, detail oriented, proactive, excellent time management, efficient and service focused.
- Proficient in Microsoft Office
- General computer knowledge
- Website knowledge a plus
- Professional presentation of self with positivity - positive attitude and ability to handle responsibilities with ease and calm demeanor
- Strong communication skills and ability to work collaboratively

Requirements

- Knowledge of - or - willingness to learn of the area
- Previous assistant experience a plus
- Please submit your resume to the Creede & Mineral County Chamber of Commerce & Visitor Center or email to office@creede.com

Compensation

- Based on experience
- Year-Round Work : Full-time during Summer Season | Part-time during Fall/Winter/ Spring Season