

Position Description: Office Assistant

Midwest City Chamber of Commerce
5905 Prosper Blvd.
P.O. Box 10980
Midwest City, Oklahoma 73140

Employment-at-Will

The Midwest City Chamber of Commerce is an “at-will” employer. This means that you or the Chamber are free to end the employment relationship at any time, with or without notice, with or without cause and that your employment is for no specified period of time.

The success of the Office Assistant will be determined by his/her ability to accurately maintain the duties as outlined below.

The Office Assistant represents the Chamber to the community, its businesses and community leaders by presenting a professional business image and positive attitude at all times.

The Office Assistant is full-time and will include assisting with Chamber programs and maintaining adequate staffing of the Chamber office. Some early mornings and evenings will be required.

Office experience is required. Knowledge of the Midwest City community is preferred.

Specific Duties:

- Receives and assists visitors by answering questions, providing information and published literature, or making referrals as needed.
- Answers handles or directs all incoming calls and checks voicemail.
- Maintains information center (Profile Display) – keeps inventory of materials and reorders or picks up as necessary. Orders and maintains supply of telephone books. Stays familiar with various tourist attractions, meeting facilities and accommodations in the area.
- Provides general information as requested by mail, phone or e-mail
- Makes reminder calls and emails for events.
- Prepares outgoing mail by stuffing envelopes and placing postage on all outgoing mail. Will be in a rotation of other staff member to make trips to Post Office to pick up mail.
- Maintain filing of accounting records, income and expenses, etc.
- Assists in maintaining membership accounts including updating information, creating invoices, applying payments, etc. in CC Assist software and Constant Contact.
- Assists in implementing Chamber events such as golf tournament, annual banquet, auction, celebrating education, forum luncheons, etc.
- Receives and maintains RSVP lists for various events.
- Assists in scheduling services such as linens, catering, lawn care, etc.
- Helps set up, tear down, and clean board rooms before and after meetings.
- Assist with keeping wastebaskets emptied and taken to the outside dumpsters (this is shared by all staff).
- Keep kitchen tidy, water stocked in refrigerator (this is shared by all staff).
- At the end of the day – turn copiers off & lock doors. Make sure coffee pots are all off and all lights are off (this is shared by all staff).
- Other duties as assigned by the Executive Director.

Performance will be evaluated on an annual basis.

General Information and Additional Duties:

The Office Assistant is required to drive a motor vehicle in the completion of his/her job duties, and is expected to maintain a valid Oklahoma Driver's License and proof of insurance during the term of his/her service to the Chamber.

The Office Assistant must be bondable.

This position is considered a full-time position, Monday – Thursday from 8:45 a.m. - 5:00 p.m. and Friday from 8:45 a.m. – 4 p.m. with one hour for lunch each day. The nature of the Chamber of Commerce business requires occasional early morning, evening or weekend work hours. This is not a "work-at-home" position. The Chamber abides by the Fair Labor Standards Act.

The Executive Director reserves the right to review applicant's social media.

This position is bound by all policies and procedures included in the Chamber's Employee Handbook in its current form and as it may be amended in the future.

The Office Assistant reports directly to the Executive Director of the Midwest City Chamber of Commerce.

Compensation:

The Office Assistant's Compensation Plan consists of:

- a. An hourly wage of \$10 per hour.
- b. Mileage reimbursement for use of personal vehicle on official Chamber business will be paid at the maximum allowable rate according to the US Internal Revenue Department regulations. A mileage log must be kept and turned in three days prior to the end of the month for reimbursement. Any mileage turned in after that date will be paid the following month.

I, _____ hereby certify that I have received a copy of the Office Assistant Position Description and that I have been provided with an opportunity to read its provisions, and that I have received answers to my satisfaction for any questions that I have asked as of this date..

By my signature below, I agree to conform to all existing and future Midwest City Chamber of Commerce rules and regulations; and I reaffirm my acknowledgement that the Midwest City Chamber of Commerce is an "At-Will" employer; and further acknowledge and understand that the Midwest City Chamber of Commerce reserves the right to change wages, hours, commissions and working conditions as it deems necessary.

Signed _____

Date _____

Witness _____

Date _____

Bonnie Cheatwood, Executive Director