



ADMINISTRATIVE ASSISTANT – PART TIME POSITION DESCRIPTION

Title: Administrative Assistant

Organization: Business Development Board of Martin County, Inc.

Summary: Reports to the Executive Director and under specific direction, performs skilled office and administrative work and is responsible for being the first point of contact for the organization. Work requires basic knowledge of the office operation and includes significant internal and external high-level contacts. Emphasis is placed upon dealing with highly political, business, corporate and sometimes confidential matters requiring tact and poise. Commitment to team work coupled with collaboration and robust information sharing is foundation to success.

Hourly Wage: \$15 - \$18 / hour

Hours: 20 - 25 hours a week

Application Deadline: **Friday, December 6, 2019, 5:00 p.m. - Send letter of interest and resume via email to Joan K. Goodrich, Executive Director - joan@bdbmc.org**

Examples of Duties:

- Communicates effectively and professionally with the public, Board members, elected officials, investors, volunteers and team members (coworkers).
- Maintains all office equipment, office appearance, supplies and phone management.
- Manages calendars, databases and coordinates meetings including, but not limited to, Board of Directors, Executive Committee, Industrial Development Authority and BDBMC Council meetings.
- Generates memos, emails and reports when appropriate.
- Data entry and file maintenance.
- Manages BDBMC central contact databases and distributes electronic corporate communications.
- Coordinates monthly and quarterly reporting for the organization.
- Assists the Executive Director with investor and partner relations.
- May serve as liaison to IT, Communications and Bookkeeping consultants.
- Coordinates travel for meetings, presentations, seminars and conferences for Executive Director.
- Maintains employee benefits and accruals.
- Coordinates and logs purchase orders, accounts payables, invoices, accounts receivables, receipts and disbursements.
- Works with BDBMC bookkeeper to obtain monthly reports for Executive Director.
- Assists with organization's annual audit.
- Other related duties as assigned.

Typical Qualifications:

A High School degree (or equivalent) with some college experience preferred, supplemented by 3 – 5 years of experience with small offices desired. Must have experience with Microsoft software including Word, Excel, PowerPoint and Outlook and experience with Quick Books is preferred. Must possess a Florida Driver's License.

Supplemental Information

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as office or meeting and training rooms; use of safe work place practices with office equipment; avoidance of trips and falls; everyday interaction with people and observance of fire and building safety regulations and traffic signals and laws when driving.

Knowledge, Skills and Abilities

- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of advanced secretarial practices and techniques.
- Knowledge of business math, business English and spelling.
- Knowledge of telephone etiquette.
- Knowledge of computer hardware and software, Microsoft Office applications, and the Internet.
- Skill in operating office equipment.
- Ability to maintain files alphabetically, numerically, and categorically.
- Ability to maintain records and logs; assemble data and prepare standard forms.
- Ability to make math computations accurately and with reasonable speed.
- Ability to communicate clearly and effectively both orally and in writing.
- Ability to maintain confidentiality.
- Ability to use independent judgment in interpreting and enforcing policies and procedures.
- Ability to use discretion and judgment in carrying out administrative details.
- Ability to deal with internal and external high-level contacts with tact and diplomacy.
- Ability to work independently.
- Ability to establish and maintain effective working relationships.
- Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of reaching or bending, and that may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Additional Information

The Business Development Board of Martin County has the right to revise this position description at any time, and this position description does not represent in any way a contract of employment.