MANAGER OF ADMINISTRATIVE AFFAIRS – Full-time position serving as the assistant to the President/CEO of the Jackson County Area Chamber of Commerce. Must be proficient in Microsoft Office, possess professional demeanor, be a team player, flexible, and able to multi-task. For a detailed job description visit www.jacksoncountyga.com. Send resumes to jobs@jacksoncountyga.com. Please include salary requirements in the email. Email inquiries only. No phone calls please. Application deadline is January 15, 2010.

JOB DESCRIPTION

MANAGER OF ADMINISTRATIVE AFFAIRS

General Description
The Manager of Administrative Affairs works under the direct supervision of the President/CEO. As the primary assistant to the President/CEO, the Manager of Administrative Affairs plays a key role in representing the Chamber and Jackson County. This person manages a wide variety of activities and confidential assignments.

Supervision
The Manager of Administrative Affairs reports directly to the President/CEO

Administrative
- Assist the President/CEO in administrative responsibilities including correspondence and scheduling of meetings
- Preparation of agendas, minutes, reports and other information for Board and committee meetings, attend meetings as necessary
- Coordinate all aspects of certain Chamber programs, including but not limited to scheduling, registration, preparation of agendas, handouts, presentations, catering, etc
- Answer incoming calls, greet walk-ins, and mail
- Assist at special events as assigned by the President
- Keep a record of all Chamber contracts and leases

Economic Development
- Assist the President/CEO in all areas of economic development including responding to requests/proposals
- Gather economic development data for Jackson County and its municipalities
- Prepare economic development reports
- Coordinate economic development meetings
- Coordinate and attend site visits as requested
- Provide oversight and information to the economic development website
Required Skills
- Excellent communication skills, both written and oral
- Detail oriented and accuracy are required
- Computer proficiency in Microsoft Office a must
- Ability to collect and analyze data, create spreadsheets, and perform mail merges
- Requires the ability to represent the President/CEO, Chamber and Jackson County professionally and to work with a variety of people in a fast paced environment
- Ability to multi-task, manage, and work multiple projects at once
- Excellent organizational skills

Education
Bachelor’s degree preferred

Experience
Successful track record of providing management in a complex, multi-faceted organization

Other
- Must be creative and enjoy working within a professional environment that focuses on goal achievement
- Position requires ability to exercise good judgment in a variety of situations
- Requires strong written and verbal communication, administrative, and organizational skills
- Ability to maintain a realistic balance among multiple priorities
- Position requires ability to work independently on projects, from conception to completion, without support staffing
- Must be able to work under pressure and handle confidential matters with discretion
- Able to complete tasks in a timely manner
- Perform other duties as assigned