

EMPLOYMENT OPPORTUNITY



The Wellington Area Chamber of Commerce/CVB is seeking a part-time Office Assistant. The ideal candidate will be organized and dependable with good phone and communication skills.

Responsibilities include, but are not limited to:

- Work cooperatively with the visitors, the community, Chamber members and Board of Directors.
- Represent the views and positions of the Executive Director as closely as possible in all dealings with the community and Chamber members.
- Maintain and update the Chamber website and social media sites with guidance from the Executive Director.
- Greet visitors in person and on phone with a friendly attitude.
- Provide general administrative and clerical support to Chamber and Visitors Bureau
- Refer businesses and organizations to the public and other businesses
- Maintain Chamber membership database
- Attend meetings and events as needed.
- Assist with the coordination of special events including, but not limited to, the Kansas Wheat Festival, Fall Festival, Annual Celebration, Golf Classic and Ladies Night out.

Qualifications and Education Requirements:

- Minimum high school diploma
- Must possess excellent communication skills, both verbal and written
- Knowledge of administrative and clerical procedures
- Knowledge of computers and relevant software application, including email
- Knowledge of customer service principles and practices
- Attention to detail, ability to use time efficiently and be able to multitask
- Professional personal appearance
- Stress tolerance and flexibility
- Ability to maintain confidentiality
- Employees must regularly lift and move up to 10 pounds, occasional up to 25 pounds.

Interested applicants may apply at Wellington Area Chamber of Commerce/CVB office, 208 N. Washington Ave. Wellington, KS 67152 by submitting their resume.

Submit resume to:

Valerie Earl, Executive Director
Wellington Area Chamber of Commerce/CVB
director@wellingtonkschamber.com
208 N. Washington, Upper Level
P.O. Box 686
Wellington, KS 67152
620 326-7466