

JOB DESCRIPTION

JOB TITLE:	Front Office Manager & Ambassador of First Impressions
DEPARTMENT:	Executive
REPORT TO:	Executive Business Director
WAGE CATEGORY:	Non-Exempt

JOB STATEMENT:

In addition to being the “Ambassador of First Impressions” at the Vegas Chamber Smith Center office, this Front Office Manager opportunity includes the responsibility of welcoming team members, organization members, trustees, and visitors upon arrival (typically 8 AM to 5 PM weekdays).

The Front Office Manager is responsible for working closely and collaboratively with the Executive Business Director to support with calendar & scheduling management, project deadlines and other administrative support as needed in addition to overseeing the maintenance of the Smith Center offices.

ESSENTIAL FUNCTIONS / OBJECTIVES:

- Responsible for executing duties assigned by the Executive Business Director to meet the objectives of the above job statement
- Interfaces with Executive Business Administrator and Executive Team to coordinate advance communications & logistical planning for day-to-day tasks & events
- Maintains & updates, Chamber committees’ rosters, and Chamber databases.
- Face of the Chamber (greeting, distributing marketing collateral, checking in members)
- Handle all incoming traffic, calls, mail, etc. into the Vegas Chamber
- Performs certificate of origins and notary services as requested by members at the office
- Actively supports and participates in Chamber events/meetings and functions as needed, to include Audio Visual connectivity, and Zoom meeting coordination and set up
- Assists with check logs, supply inventory, processing new member Office Depot set ups and active role in member application processing
- Order & maintain a log /record of Member & Trustee badges (distribute at events as appropriate)
- Ad hoc filing, specific binder creation and mailings as business requires.
- Active daily involvement and maintenance of Vegas Chamber databases (currently Atlas/MC Trade)
- Maintain order and tidiness of office areas including kitchen, lobby, and storage closets.

JOB SPECIFICATIONS:

- Professional appearance and demeanor representing the Chamber at the highest level of standards.
- Attention to detail, employing collaborative skills for Vegas Chamber Team communication and results
- Excellent grammar, verbal and written communication skills
- Capable of maintaining sensitive/confidential information
- Self-starter with ability to work in a fast-paced office environment

- Strong demonstrated administrative assistant skillset
- Ability to organize and manage several priorities simultaneously
- Excellent time management skills
- Proficient in MS Word (to include mail merge), MS Excel, MS PowerPoint, and MS Outlook
- Positive, friendly, and outgoing personality, providing customer service excellence