



## **Administrative Assistant**

### **Part-time 15-25 hours per week, with opportunity for transition to full-time**

#### **Job Summary:**

The Administrative Assistant will coordinate office activities and operations while providing clerical and administrative support to Fresno Business Council management and the initiative team leads.

#### **Duties/Responsibilities:**

- Directs office activities and functions to maintain efficiency and compliance with company policies.
- Prepares agendas, makes travel arrangements, and maintains calendars for executive team
- Oversees telephone services, emails correspondence, and mail distribution
- Maintains office supplies inventory
- Maintains records, documentation, and files, particularly more complex or sensitive files such as employee files.
- Keeps an up-to-date contact list in the accounting program
- Creates and send invoices (AR)
- Bills Fresno Business Council members whose membership fees are due each month
- Inputs AP invoices
- Pays AP through online bill pay
- Inputs debit card purchases into accounting program
- Reconciles each bank account monthly
- Sends weekly and monthly AR/AP reports
- Invites prospective members to join
- Keeps membership database current
- Creates monthly newsletters and distributes to email lists
- Markets upcoming events on social media
- Connects with members on various social media platforms
- Updates Website and keep it current
- Creates events on Eventbrite
- Updates email groups
- Assists with events
- Recruits / coordinates employers for special meetings and gatherings including advisories, interview sessions, internships and job seeker session at annual Summit
- Performs other related duties as assigned

#### **Required Skills/Abilities:**

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong leadership skills.
- Ability to prioritize tasks.
- Ability to function well in a high-paced and at times stressful environment.
- Basic understanding of how to operate standard business equipment.
- Proficient with Microsoft Office Suite.

#### **Education and Experience:**

- High school diploma or equivalent required; Associates degree in office administration or related field preferred.
- At least three years of administrative and clerical experience required.

**For inquiries or to apply, email [connect@sjvma.org](mailto:connect@sjvma.org).**