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Administrative Assistant

Employer

Arkansas City Chamber of Commerce
106 S. Summit
Arkansas City, KS 67005

Job Description

Job Location: Arkansas City

Job Type: Full-Time

General Overview

The Arkansas City Area Chamber of Commerce/VISIT Ark City Is seeking an Administrative Assistant To start immediately. This position is 36 hours a week.

General Duties:

- Answering the phone
- Providing general customer service
- Preparing invoices, reports, and financial statements
- Writing memos, letters, and creating other documents
- Assisting with events and event planning (some evenings and weekends required)

Required Skills Include:

- Basic knowledge of Accounting or QuickBooks software
- Experience with word processing and spreadsheet software (MS Word, Excel, Google sheets, docs, drive)
- General knowledge of marketing, and use of design software.
- Must be comfortable with social media management (writing & scheduling posts, taking and posting photos, etc.)
- Must have good customer service skills.
- Must be a self-starter.
- Must have time management skills with ability to manage time effectively in a fast-paced environment.



APPLICATION INSTRUCTIONS

Please drop off your resume at address listed below
Arkansas City Chamber of Commerce
106 S. Summit
Arkansas City, KS 67005

Monday – Thursday 9-5
Friday 9-1 (closed M-Thurs for lunch 12-1)

Note: No Phone Calls, Please Drop off in Person

