

Administrative Assistant Part-Time

Overview

The Canton Woman's Club has created a reputation as a destination venue for various catered events. We are looking for a responsible person to perform a variety of administrative and clerical tasks resulting in the efficient and effective operations of the Club Office.

Major tasks, duties, and responsibilities

- Responsible for receiving visitors by greeting them in person or on the telephone.
- Answers calls and sees that messages get to appropriate people in a timely manner.
- Refers to membership yearbook as a guide for directing visitors.
- Handles outgoing mail; sorts and distributes incoming mail.
- Maintains the Hollys and CWC emails. Writes and distributes email, correspondence memos, letters, and forms.
- Drafts, reviews, and proofreads office documents. As requested by Club Chair , prepares and revises event related documents including contracts, menus, and forms.
- Responsible for basic data entry as assigned.
- Maintains an organized filing system and files all Club documents in a timely manner.
- Manages the reservation system for Section meetings, Special Interest Groups, regular group meetings, and Club sponsored public events (with event chair when applicable).
- Balances cash boxes.
- Performs financial duties: writing checks, balancing petty cash, filing of financial documents.
- As needed, assists with the publishing and mailing of the Club newsletter.
- Maintains accurate office supply inventory and orders supplies as needed.
- Responsible for operating and maintaining office machines, including printers, copiers, and faxes.
- Serves as back-up to Lead Server for setting up AV equipment for events.
- On an annual basis sends out ballots in Mid-April for election of the Members of the Board.
- Updates member/vendor lists as needed.
- Be familiar with all duties of the Club's personnel and be capable of completing their tasks when necessary.

Requirements

- Excellent customer service skills
- Proficiency in MS Office (Word, Excel, Power Point) in particular
- Ability to effectively communicate members' needs and requests to the Executive Board and/or the appropriate committees
- Strong written communication skills for documentation
- Solid phone handling etiquette to respectfully engage with guests and members
- Strong organizational skills with attention to details and problem-solving skills
- Excellent time management skills and the ability to prioritize work
- High School Diploma; additional qualification as an Administrative Assistant a plus