



Job Title: Administrative Assistant

Company: Sikeston Regional Chamber and Area Economic Development, Corp.

Status & Salary: Full Time; Salary based on experience – Range \$32,000 – 35,000

Application Deadline: Friday, May 31 at noon

Our Organization:

The Sikeston Regional Chamber and Area Economic Development, Corp. consists of the Sikeston Regional Chamber of Commerce (SRC) and is contracted by the City of Sikeston to provide economic development through the Sikeston Area Economic Development Corporation (SAEDC), and tourism through the Convention and Visitor’s Bureau (CVB). Each branch is governed by their own Board of Directors. The SRC will also serve as the Sikeston Visitors Center beginning this summer and will operate the Sikeston Rodeo Museum upon its completion which is estimated to be the summer of 2025.

The Position

Sikeston Regional Chamber and Visitors Center is a dynamic organization dedicated to promoting the growth and prosperity of our community. We are currently seeking a friendly and hard-working Administrative Assistant to serve as the face of our Chamber and provide essential support in our daily operations.

Primary Responsibilities

- Serve as the main point of contact for visitors, members, and stakeholders, greeting guests and answering incoming calls in a professional and friendly manner.
- Handle general office responsibilities, including managing correspondence, filing documents, and maintaining office supplies.
- Assist staff with various tasks that may include data entry, spreadsheet management, and scheduling.
- Support social media marketing efforts by creating and scheduling posts, monitoring engagement, and assisting with content creation using platforms like Canva.
- Collaborate with the Chamber team to assist with special projects, events, and initiatives as needed.
- Adapt to evolving responsibilities based on individual skills and interests, contributing to the Chamber's success in multiple areas.

Desired Abilities and Skills

- Friendly and outgoing personality with excellent interpersonal skills.
- Team player with a willingness to collaborate and support colleagues.
- Strong work ethic and ability to take initiative.
- Basic proficiency in Microsoft Office Suite (Word, Excel) and familiarity with social media platforms.
- Strong organizational and multitasking abilities.
- Experience with Canva or other graphic design tools is a plus but not required.
- Flexibility to adapt to changing priorities and responsibilities.

Education & Experience

Bachelor's degree in business administration, communications, marketing, non-profit, or a similar field is preferred, but not required.

Previous Community involvement, proven project management or customer service is also preferred.

Ideal Candidate

Our ideal candidate for this position enjoys working with people, works well within a team, and has strong communication skills. They should demonstrate exceptional organizational abilities, managing calendars, scheduling meetings, and coordinating events seamlessly. Attention to detail is paramount, ensuring accuracy in documentation, correspondence, and data entry. A proactive approach to problem-solving and the ability to adapt to shifting priorities in a dynamic environment are also key attributes. Overall, the ideal candidate should embody professionalism, resourcefulness, and a genuine passion for contributing to the growth and prosperity of the community.

Moreover, a customer-centric mindset, coupled with a friendly and approachable demeanor, is crucial for fostering positive relationships with stakeholders and providing exceptional service to visitors and residents alike. The ideal candidate should also demonstrate a commitment to continuous learning and staying updated on industry trends, regulations, and best practices, enabling them to contribute meaningfully to the office's strategic objectives and initiatives.

To apply, submit a resume, cover letter, and one (1) professional reference to the address or email below. They must be submitted via email, mail, or in person **by noon on Friday, May 31, 2024.**

Submit to:

Sikeston Regional Chamber
128 N. New Madrid Street
Sikeston, MO 63801
chamber@sikeston.net

The Sikeston Regional Chamber provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.