

THE BOONVILLE AREA CHAMBER OF COMMERCE HAS AN OPENING FOR A PART TIME  
ADMINISTRATIVE ASSISTANT POSITION

Duties & Responsibilities

- Daily functioning of the Chamber of Commerce Office
- Initial greeter and receptionist for the Chamber
- Answer telephones and disperse information on tourism in and around the Boonville area
- Attend to inquiries by new and existing businesses
- Produce and administer official correspondence of the Chamber
- Assist in coordination of all Chamber of Commerce Events
- All other duties as assigned

Qualifications & Experience

We're looking for someone with excellent communication and interpersonal relationship skills. Administration/Support experience and efficient PC skills (MS Word, Outlook, PowerPoint, and Excel) are encouraged.

The successful candidate will be extremely organized, efficient and self motivated. The nature of our business is fast moving and dynamic so you will need to be flexible and able to effectively deal with changes in business needs as they arise.

Someone who likes to work hard but have fun at the same time will be a great fit for this opportunity

Applications can be picked up at the Chamber of Commerce office or obtained on-line at [www.boonvillechamber.com](http://www.boonvillechamber.com)

**\*\* Deadline for application submission is July 15, 2009 \*\***