



Office Assistant

Job Description

Anticipated work week: 35 hours June – September (varying schedule including weekends)
Report to: Project Manager, Communications and Office Assistant

Job Statement

The Office Assistant will be responsible for assisting with the implementation of the directives from the office staff while taking leadership on small scale projects. Acting as the first point of contact for the Stettler Regional Board of Trade & Community Development both in office and around the community, they will provide accurate and friendly information to visitors and customers while representing the organization and community.

Key Duties and Responsibilities

The Office Assistant will be responsible for:

- Answering the phone in a friendly and professional manner
- Providing exceptional customer service, both in person and online
- Updating the current Visitor Host guides and preparing a digital edition
- Organizing and maintaining the office and Visitor Information Centre
- Promoting the community as a destination, both in office and at area attractions and events
- Aiding the Project Manager and Communications and Office Assistant with various projects

Limits

This job description is not a definitive listing of its scope but represents a general overview of what can be expected in this type of work. The individuals may be required to perform duties that, although not directly related, are recognized by the SBOT as a component of the position.

Job Hazards include but not limited to:

- Ergonomics (posture; neck/eye/back/wrist strains)
- Threats (biological/radiological/chemical/explosive through mail)
- Violence/Robbery (patrons and staff)
- Pinch Points (folder/storage file)

- Cutting (papercutter/shredder)
- Heavy Lifting (boxes and set-up equipment)
- Working alone
- Driving to off-site work

Essential Requirements

- Professional
- Organized
- Customer Service orientated
- Adaptable to a variety of tasks and duties
- Proficient in Microsoft Office
- Knowledgeable of Adobe programs
- Excellent written & communication skills
- Flexible work schedule, working most weekends
- Comfortable approaching new people

Additional certification and skill that enhance the position:

Experience and/or education with tourism, digital marketing, photography, event planning, business, or graphic design is considered an asset.