



JOB DESCRIPTION

JOB TITLE: Office Assistant (Part-Time)
REPORTS TO: Executive Director

JOB SUMMARY:

The Office Assistant is responsible for the daily operation of the GTMF administrative office.

DUTIES/RESPONSIBILITIES:

- Greet visitors in a welcoming and professional manner
- Answer phone calls and direct callers to the appropriate party
- Process concert ticket orders
- Provide visitors with information and direct accordingly
- Process, sort, and route incoming and outgoing mail
- Monitor and manage inventory of office supplies
- Coordinate and schedule appointments and meetings
- Perform other administrative support tasks, including updating and sorting files, drafting and proofreading correspondence

MINIMUM EDUCATION AND EXPERIENCE:

One year of relevant experience in an office setting, preferably in an administrative role.

REQUIRED SKILLS/ABILITIES:

- High school diploma or general education degree (GED) required; associate degree preferred
- Excellent organizational skills, ability to prioritize, and comfortable working independently
- Exceptional oral and written communication skills, including strong spelling, grammar, and punctuation
- Must be committed to providing outstanding customer service and demonstrate strong interpersonal skills
- Strong attention to detail
- Proficient computer skills and ability to operate general office equipment

PHYSICAL REQUIREMENTS:

Ability to frequently sit for long periods of time – up to 70% of the time.

Ability to talk and hear colleagues and patrons – up to 40% of the time.

Ability to repetitively move wrist, hand and/or fingers – up to 70% of the time.

Ability to see 20 inches or less reading/watching computer screen.

Job rarely requires varying, inclement outdoor weather conditions – up to 15% of the time.

Ability to lift/carry up to twenty-five (25) pounds.

The preceding job responsibilities and tasks were designed to indicate the general nature and level of work performed by individuals in this job. It is not designed to contain or be interpreted as a comprehensive inventory of all job duties and responsibilities required of associates assigned to this job. The Office Assistant may be required to perform other duties as assigned. Additional job competencies, individual goals, and performance measurements are set at the department level.