



Looking for part-time office work with flexible hours?



Bloomingtondale Chamber of Commerce is looking for a part-time Office Manager to assist the President/CEO. We offer flexibility, professional office, with fun events to keep you engaged. Work schedule is 25 hours a week which can be done over five days or three. There are occasional extended hours for events.

Primary Responsibilities:

- Member Relations—Customer Service
- Bookkeeping—invoicing, processing AP/AR, reporting
- Event Coordination & Marketing—email blasts, flyers, event registrations, and post event duties
- Administrative Duties— answer telephone, general office duties

Qualifications:

- High school diploma required, college preferred
- Min. 3-5 years of relevant experience in a small busy office
- Positive attitude. Dependable. Works independently. Takes initiative. Professional
- Strong interpersonal skills. Strong verbal and written communication skills.
- Proficient in Microsoft Office programs. Knowledge of Publisher, ChamberMaster, Constant Contact, Social Media beneficial.
- Experience with Accounts Payable and Receivables required. Experience with QuickBooks preferred

For a complete job description and directions to apply see our posting at www.bloomingtondalechamber.com