

Finney County CVB Administrative Assistant

The Finney County Convention and Visitors Bureau is looking for a professional, organized, self-motivated individual to fill the position of Administrative Assistant. This person must have good interpersonal skills to work with staff and Board.

The following duties and skills are needed to perform this job at peak performance:

- Use of excel and ability to create spreadsheets
- Strong communication skills
- Microsoft word
- Receiving and placing calls on multi line system
- Greeting of Visitors, Vendors and Board
- Filing
- Ability to learn new software (industry specific)
- Internet research abilities
- Data entry
- Manage office mail incoming and outgoing
- Compile materials for events, meetings and mailing etc.
- Manage commercial Printer (Training available)
- Maintain and Clean office
- Maintain records and do inventory management
- Assist with overflow work as assigned by the Director
- Other general administrative duties as assigned
- There will be some after hours with notice

The Finney County Convention and Visitors Bureau recruits markets and addresses the leisure and hospitality dollars generated in our community. We help with events facilitated in our community, recruit events and market the county. We are looking for a team player with good attendance strong work ethic and someone whom enjoys people. We provide a strong benefits package and are looking for a fulltime employee (40+ hours a week). Salary will be commiserate to experience.

Please send resumes to rmorgan@finneycountycvb.com or drop off at 1513 Fulton ,Garden city,Ks.67846. Please call 620276-0607 with any questions you may have.