

**Odessa Chamber of Commerce  
Job Description**

**Job Title:** Administrative Assistant  
**Department:** Discover Odessa  
**Reports to:** Discover Odessa Director  
**FLSA Status:** Non-Exempt  
**Approved Date:** November 2020

**Summary**

Discover Odessa Mission: Discover Odessa is the destination marketing organization for the city. DO's main objective is to create maximum hotel occupancy within the city. Our mission is to improve the quality of life in Odessa through travel and tourism by marketing the city as an attractive meeting and visitor destination.

**Essential Duties and Responsibilities**

- Ensure that any and all visitors and partners are taken care of in a friendly, courteous, professional and knowledgeable manner
- Answer incoming calls and greet visitors for DO
- Document telephone inquiries and mail information materials
- Maintain and reorder supplies when needed.
- Maintain brochure inventory for local, area and state attractions/activities and order accordingly when needed
- Ensure that all public and storage areas are clean, organized and stocked at all times
- Gather the necessary information on all visitors for monthly log
- Manage and maintain kiosk at Downtown Conference Center
- Coordinate the logistics and communications of DO, transcribe meeting notes and minutes, prepare monthly department reports, and correspondence
- Participate in special promotions sponsored by DO such as events, luncheons, meetings, conferences and trade and travel shows
- Maintain a high degree of knowledge of existing Odessa attractions, hotels, restaurants, meeting and event facilities, etc. through frequent visits
- Respond to requests by meeting planners and maintain relationships
- Maintain and publish the Calendar of Events by working with all area attractions and organizations
- Organize, recruit and maintain a pool of volunteers to assist in all areas
- Maintain partner lists
- Assist in maintaining events calendar, visitor's guide and dining guide to deliver bi-monthly to hotels
- Coordinate and provide services for organizations and groups that host events and meetings

- Provide administrative assistance to the department
- Responsible for processing accounting and invoices
- Keep up with weekly mail outs of visitors guides upon requests
- Prepare items for convention groups and tour groups as needed
- Participate in appropriate professional associations
- Perform additional duties as needed to accomplish the goals and objectives of DO
- Must be available for some weekend and evening work

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be proficient in Word, Excel, and Power Point
- Must be proficient with social media outlets such as Facebook, Instagram, and Twitter
- Must have knowledge of bureau organization, objectives, policies and operations; modern office practices, procedures and equipment, including computers and printers as well as record keeping and file maintenance techniques.
- Must have oral and written communication skills, interpersonal office skills using tact and diplomacy and telephone techniques and etiquette.
- Must have the ability to work independently with little direction, establish and maintain effective working relationship with others, meet schedules and deadlines, plan and organize work, prepare and maintain files, records and reports; and follow oral and written directions.

### **Education and/or Experience**

High school diploma or general education degree (GED); or one year related experience and/or training; or equivalent combination of education and experience.

### **Language Skills**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

### **Other Skills and Abilities**

Ability to use computer to run word processing and spreadsheet programs and learn other programs as needed.

## **Certificates, Licenses, Registrations**

Current Driver's License

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls. Sufficient dexterity to operate a computer keyboard or calculator. The employee is occasionally required to stand, walk, reach with hands and arms, climb or balance and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.