



The Dunwoody Convention and Visitors Bureau is hiring for an Office Administrator. A love for Dunwoody, passion for organization, and keen appreciation for Excel spreadsheets are a must. If this is you, keep reading and apply today! *Note: This position is part-time with 20-25 hours five days per week.*

Job Responsibilities:

- Serve as an ambassador for The Dunwoody CVB and the community; welcome and greet visitors walking into the office and provide information accordingly.
- Manage visitor guide distribution to welcome centers and visitor inquiries.
- Manage promotional item inventory, including the ordering and stocking of all items.
- Manage special events calendar listings for the website.
- Communicate with local businesses, organizations, and partners to maintain current and up-to-date event information, specials, promotions, and contact information.
- Communicate with groups regarding welcome bag requests and manage fulfillment and ensure delivery.
- Organize brochure racks in the CVB lobby; maintain inventory and collateral to keep them stocked and current.
- Manage contact and tracking/reporting databases for fulfillment services.
- Responsible for basic accounting such as managing invoices, completing check requests, and organizing credit card receipts.
- Complete other administrative tasks such as answer the phone, respond to general e-mail inquiries, handle mailings, manage the front desk, etc.
- And other duties as assigned by the Executive Director.

Skills Required:

- Welcoming, friendly, and hospitable disposition.
- Team player and desire to go above and beyond for the organization.
- Strong organizational skills and ability to meet deadlines.
- Proficient in Microsoft Word and Excel.
- Good computer skills and ability to learn the website's content management system.
- Ability to multitask and manage many responsibilities at once.
- Basic accounting experience preferred.
- Strong communication and personal skills.

This position is not eligible for medical insurance or other benefits.

E-mail Katie Williams at KatieW@CVBDunwoody.com to apply.