

The Luverne Area Chamber and Convention & Visitors Bureau is seeking applicants for the full-time position of administrative assistant.

Job Description:

- Maintaining, managing and coordination of office operation and events
- Operation of Microsoft Office and Quickbooks
- Verbal and written communication with the public, members, government & organizations
- Operation and updating website and social media
- Occasional work on weekends and evenings
- Works under the general supervision of the Executive Director

Qualifications/Work Experience:

- Associate degree in office management or related field or 2-3 years of work experience in a secretarial or office management position
- Knowledge of the community

This is an at-will, hourly position. Position is open until filled.
First review date: October 23, 2017

Applications are available Chamber office at
213 East Luverne Street, Luverne, MN 56156 or on-line at
www.LuverneChamber.com.

Deliver or mail application with resume to the
Luverne Area Chamber.