

NOW HIRING

Greater Athens Chamber of Commerce Administrative Assistant

The Greater Athens Chamber of Commerce is hiring a dependable, detail-oriented Administrative Assistant with strong organizational skills and a positive attitude. This is a great opportunity to grow with a dynamic, community-focused organization.

- **On-site at the Chamber office with your own dedicated workspace**
- **Increased hours and compensation during peak events**

Position Details:

- Part-time (8–10 hours/week) with a flexible afternoon schedule (M–F, between 1–5 PM)
- \$15-\$20/hour depending on experience

Responsibilities:

- Manage QuickBooks for accounts payable/receivable and invoicing
 - Enter and maintain records in CC Assist (our CRM system)
 - Answer phones and respond to designated Chamber emails
- Serve as a friendly, reliable point of contact at the Chamber office
- Handle data entry and updates for member and sponsor information
- Assist with administrative coordination of events and meetings as needed

Requirements:

- Proficient in QuickBooks - Strong computer and phone skills
- Detail-oriented and organized - Excellent communication and customer service skills - Willingness to undergo a background check

Bonus Skills (not required but a plus):

- Familiarity with CRM platforms (especially CC Assist)
- Experience with nonprofit, Chamber, or membership-based organizations
- Event coordination support

To apply, please send your resume and a brief statement of interest to Executive Director Jennifer Browning at athenstxchamber@outlook.com.