

Brunswick County Industrial Development Authority

JOB DESCRIPTION

Administrative Assistant

Job Overview

Under the general supervision of the Executive Director, this individual will perform a variety of duties, including, but not limited to: office administration, strategic social media creation and web site content management and maintenance; as well as exhibit a desire to learn and grow this position to help expand the local economy and improve the quality of life for those living and working in Brunswick County.

Requirements

A self-starter able to work effectively with limited supervision. Able to work proactively and calmly in a fast-paced, changing environment. A desire to create a better community and be a cheerleader for growth. Possess advanced communication skills to effectively interact with state and local officials and other public and private leaders. Availability and willingness to work special events outside of traditional office hours. An must maintain absolute project confidentiality. Maintain strict confidentiality and professional appearance

Responsibilities and Duties:

- Greet and assist visitors to Brunswick County Industrial Development Authority
- Answer, take messages and transfer phone calls, screening when necessary Phones
- Assist Office Staff in all areas as needed.
- Handle office tasks, such as maintain electronic and hard copy filing system
- Generating reports and presentations, copying and preparing written summaries of data as needed
- Retrieve information as requested from records, email, minutes and other related documents
- Maintain all office and equipment supplies, placing timely orders as needed
- Manage accounts and perform basic bookkeeping
- Prepare agenda's and Board Packets for meetings, set up equipment and refreshments as needed
- Respond to questions and requests for information
- Plan and implement special events as part of a team
- Cut and save newspaper and magazine articles referencing IDA.
- Manage social media marketing campaigns as directed.
- Maintain and update all reoccurring marketing efforts on website and social media sites
- Develop relevant content topics to reach the IDA's intended sphere.
- Create, curate, and manage all published content (images, video, and written); to include take, edit and organize photos
- Monitor, listen, and respond to users in a "Social" way to share and gather information.
- Develop and expand community outreach efforts.
- Oversee design (*i.e.*, Social Media graphics for Facebook cover, profile pic, thumbnails, ads, landing pages
- Become an advocate for the IDA in social media spaces, engaging in dialogues and answering questions where appropriate; presenting a professional online image for IDA at all times

Education/Qualifications

Associates Degree in Office Administration or related field required or at least 2 years of experience in an administrative role. Knowledge of social media best practices recommended.

Administrative experience

- Exceptional communication skills
- Superior organization skills and dedication to completing projects in a timely manner
- Detail oriented and comfortable working in a fast-paced, varied office environment
- Proficiency in Microsoft Office with expertise in Microsoft Word, PowerPoint and Excel

Physical Abilities

Able to lift 50 pounds

To Apply

Mail Cover Letter and Resume to **Michael Dotti, Executive Director, Brunswick County Industrial Authority, 116 W. Hicks Street, Lawrenceville, VA** or e-mailed to m_dotti@bcida.org.

Deadline to apply

- Open until filled

Brunswick County Industrial Development Authority does not discriminate in employment or service delivery on the basis of race, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, military status, or other non-merit factor.