

JOB DESCRIPTION

PEP Office Manager

OVERVIEW

Powell Economic Partnership (PEP) is hiring an Office Manager. We are a dynamic and positive office. This is a 28-32 hour per week (4 days per week) year-round position. Benefits are provided for full-time staff. The Office Manager is responsible for maintaining an organized environment. Duties include administrative support, customer/community service, membership management and overall office management. The Office Manager must also assist with responding to in-person, online and telephone visitor inquiries. The Office Manager is supervised by the PEP Executive Director. This job description is not intended to be an exhaustive list of responsibilities and duties and the Office Manager may be required to perform other functions as directed by the PEP Executive Director.

AREAS OF RESPONSIBILITY AND TASKS

Administrative Support and Office Management

- Answer phone calls and assist or refer as necessary
- Assist PEP Executive Director and Powell Visitor Center Coordinator with meeting management and organization, including scheduling, communications, agenda and meeting document preparation
- Create invoices for new & renewing members and sync database to QuickBooks
- Assemble monthly Board packets
- Maintain membership materials
- Maintain an up-to-date membership database including communications and engagement notes, points of contact
- Prepare claim vouchers for vendor payments and/or reimbursement for PEP, Chamber and Visitor Center
- Review and maintain monthly and annual subscriptions
- Assist with Powell Bucks administrative duties
- Process credit card payments received over phone or online
- Follow up with Accounts Receivable to review invoices outstanding 30 days or more
- Meet monthly deadline for all reimbursements sent to Park County Travel Council for approval and payment

Inquiry Processing

- Assist with gathering information, mailing visitor/ relocation guides
- Assist with stuffing bags for various PEP and/or related partner events

Mail Processing

- Sort and distribute incoming mail for PEP, Powell Chamber and Visitor Center
- Process the outgoing mail
- Assist with the preparation of visitor/event packets and keep records of each request

Office Maintenance

- Maintain, inventory and purchase office supplies
- Maintain cleanliness/maintenance schedule of Visitor Center and public restrooms

Other

- Schedule temporary help for summer schedule and as needed throughout the year
- Be available as needed to assist other staff members in the completion of projects.
- Maintain a good working knowledge of the various activities of the organization
- Be active in the larger Powell community

EXPERIENCE AND SKILLS

Required:

- Proven administrative experience with attention to detail
- Demonstrable experience providing strong customer service and communication skills
- Comfortable with databases, cloud storage and software programs including OneDrive, Microsoft Office Suite (Outlook, Excel, & Word)
- Must be able to physically stand for long periods of time, negotiate stairs and lift and carry boxes up to 25 lbs.

Preferred:

- AA/BA/BS in business, accounting, business administration, marketing, or communications
- Previous office management and/or bookkeeping experience
- Experience handling financial transactions and working in QuickBooks
- Demonstrable strong knowledge of Powell's businesses/attractions/activities and knowledge of Yellowstone National Park and the Big Horn Basin

Employment at the Powell Visitor Center and Powell Economic Partnership is at will for both the employer and employee. Powell Economic Partnership is an equal opportunity employer.

TO APPLY: Send cover letter and resume to: christine.bekes@pepinc.org

DEADLINE TO APPLY IS May 7, 2019.