



501 South Water Street | Elizabeth City, NC 27909

VisitElizabethCity.com

Administrative Assistant

About Visit Elizabeth City:

The Elizabeth City-Pasquotank County Tourism Development Authority (ECPCTDA), dba Visit Elizabeth City plays an essential role in managing tourism at the local level to help attract tourists and support businesses within Pasquotank County. We're responsible for promoting the City & County through branding campaigns, media relations, high-quality product development, effective communication with stakeholders and directly welcoming visitors to our community.

Job Overview:

Visit Elizabeth City is seeking an Administrative Assistant who is passionate about our destination to join our team. Key duties include day-to-day operation of the Welcome Center, providing support to our Executive Director and teammates, assisting in daily office needs and managing our company's general administrative activities. The ideal candidate for this position is an effective communicator, has exceptional attention to detail, is well organized and exhibits excellent customer service.

Essential Duties & Responsibilities

- Supports the Executive Director in preparing, executing and documenting various aspects of monthly ECPCTDA and committee meetings, attends meetings and capture minutes.
- Primary Welcome Center team member, responsible for staffing welcome center desk, greeting visitors, collaborating with Museum of the Albemarle staff to ensure coverage, answer phone and reply to visitor inquiries.
- Provides support to the Executive Director with various tasks related to finance functions such as processing of bank deposits, taking deposits to the bank, preparation of invoice payments and picking up items from Pasquotank County Finance.
- Knowledge and understanding of state legislation that provides the parameters for the ECPCTDA; knowledge and understanding of ECPCTDA By-Laws and other critical organizational documents.
- Schedules and coordinates the use of meeting space; coordinates schedules and confirms attendance at committee and Board meetings
- Maintains State retirement accounts and State Local Government Commission (LGC) reports.
- Maintains vacation and sick leave balances, prepares payroll information for accounting firm
- Maintains database of visitor inquiry contacts.
- Maintains inventory of visitor related brochures, pamphlets and literature
- Direct liaison for all maintenance and repair of office equipment.

- Monitors and maintains office supply levels and places orders as needed.
- Updates and maintains office policies and procedures
- Plans and coordinates staff and Board functions and recognitions including anniversaries, birthdays and departures, to also include coordination of gifts when appropriate.
- Maintains confidentiality of database files, personnel records and other sensitive data.

Qualifications:

- High school diploma and prior work experience of two or more years in an administrative position required or college degree or equivalent combination of education and experience
- Professional experience in business, hospitality, tourism or communications preferred.
- A valid driver's license, current automobile insurance and access to a vehicle
- Proficiency with Microsoft Office Suite including Outlook, Word, Excel and PowerPoint
- Experience with or able to learn basics of WordPress or similar website platforms to make modest posts and edits.
- Knowledge of visitor-related content which might include but not be limited to current events, lodging, shopping, food & beverage locations, area attractions, boating facts, ability to give directions, etc.
- Ability to gather information regarding special events, other visitor information and keep up-to-date with this information.
- Event planning and/ or Human Resources experience is helpful.
- Appreciation for Elizabeth City & Pasquotank County's tourism community
- Professional and friendly demeanor with the ability to effectively build and maintain relationships with industry partners, clients, colleagues and Board members.
- Sees projects and tasks from start to finish, requesting additional direction when needed and the ability to follow and provide clear verbal and written instructions.
- Attention to detail, accuracy and quality assurance a must.
- Excellent customer service and interpersonal communication skills coupled with strong writing and proofreading skills

Visit Elizabeth City is an equal opportunity employer that offers a competitive salary, healthcare benefits, PTO and North Carolina retirement to its full-time employees. Full time, salaried position. Salary commensurate with experience, \$32,000 to \$44,000.

To apply: Email a persuasive cover letter explaining your interest in the job along with your resume.

**** Cover letter required. ****

Visit Elizabeth City
 Attn: Administrative Assistant Job
 501 South Water Street
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Corrina@VisitElizabethCity.com