

**Alliance for Economic Success
Manistee, Michigan**

Immediate Position Opening: Administrative Assistant

The Alliance for Economic Success (www.allianceforeconomicsuccess.com) is seeking qualified candidates for the position of Administrative Assistant.

Summary

The Alliance for Economic Success (AES) is the primary economic development organization for Manistee County. The organization has missions involving: retaining, expanding and attracting business and jobs; facilitating progress in building the county's capacity for economic development; and developing financial and human resources to support the quality of life and economic well-being of the county.

The Administrative Assistant reports directly to the Executive Director of the AES and is responsible for: organizational bookkeeping, administrative and clerical functions, assistance in implementing programs and special projects and other related tasks. This is a 35-hour per week position. The individual in this position becomes involved in diverse programs and projects at the AES.

Duties

1. Financial. Manage day-to-day office book keeping functions, in coordination with the executive director, external book keeper and accountant. Oversee payroll involving staff and contractors.
2. Administrative and Clerical. Perform administrative and clerical duties including but not limited to: preparing and distributing reports and correspondence; managing grants with external organizations and agencies, including financial and program reporting; attending Board meetings, preparing Board minutes and follow up, as appropriate; tracking projects; overseeing requests for proposals for services for grant funded projects; updating the organization's web site; answering phones and routing phone calls; sorting and routing correspondence; managing office files and filing systems.
3. Special Projects. Assist with special projects involving the missions of the organization. These projects frequently involve organizing meetings, participation in public or small group meetings, preparation of materials and documents, and other related tasks.

Desired Experience and Qualifications

1. Working familiarity with Quickbooks.
2. At least one year of prior experience in an office setting.

Desired Traits and Characteristics

1. Positive outlook.
2. Eagerness to learn and contribute to Manistee County's growth and development.
3. Excellent communication and organizational skills.
4. Enjoys and excels in multi-tasking.

Compensation

Pay range depends upon skills and experience.

The individual filling this position is not eligible for fringe benefits.