



Doniphan County Economic Development

785-985-2235
 economic.development@dpcountyks.com
 www.dpcountyks.com

Job Title:	Administrative Assistant	Department:	Economic Development
Location:	Troy, KS	Travel Required:	Minimal
Level/Salary Range:	Hourly Wage starting at \$10/ hour	Position Type:	Part-time (maximum 20 hrs./week)

Resumes and Applications Accepted By:

FAX OR EMAIL:

Fax number: 785-985-2215
 Email: economic.development@dpcountyks.com
 Subject Line: ED Assistant Job

MAIL:

Adrienne Korson
 Doniphan County Economic Development
 PO Box 250
 Troy, KS 66087

Job Description

ROLE AND RESPONSIBILITIES

Main duties will be assigned to help assist in making sure the office of economic development runs smoothly and efficiently in an organized manner. This includes but is not limited to the following responsibilities:

- Help organize and maintain an effective electronic and hard copy filing system.
- Handle incoming calls and walk-ins.
- Assist with scheduling appointments.
- Process and write up director notes from meetings and seminars into computer.
- Perform phone surveys/ inquiries when needed.
- Send out mailings when needed.
- Proactively make sure that business listings and contact information is kept up to date.
- Assist with planning for economic development and chamber programs.
- Perform updates to county website and social media accounts when directed.
- Keep inventory of office supplies and resupply when necessary.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- High school diploma or equivalent
- Proficient in MS Word, MS Excel, MS Publisher, email, and internet.
- Previous experience in working in an office environment and website management experience is a plus.
- Understanding or experience of the Doniphan County business environment is preferred.
- Requires strong communication skills, both verbal and written, organizational skills, both analytical and problem solving, and the ability to work with confidential documents.
- Ability to manage multiple tasks and achieve deadlines under pressure.
- Service-oriented, professional, and positive attitude towards community and businesses at all times.

Feel free to call the economic development office at 785-985-2235 or stop in if there is any further questions.

Last Updated By:	Adrienne Korson	Date/Time:	3/02/17 8:30 AM
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