



NATCHEZ CONVENTION PROMOTION COMMISSION (NCPC)

Natchez, MS

Job Announcement for Administrative Assistant/Receptionist

The Natchez Convention Promotion Commission/Visit Natchez (NCPC) is seeking applications for the position of Administrative Assistant/Receptionist. Interested candidates should submit resumes to the NCPC via email to visitnatchezjobs@gmail.com or via mail to Visit Natchez, c/o Human Resources, 500 Main Street, Suite 1, Natchez, MS 39120.

APPLICATION DEADLINE: Open until filled.

PRINCIPAL PURPOSE OF JOB: Responsible for assisting the Executive Director and staff with daily duties. Greet and assist visitors whether onsite or over the telephone.

SCOPE OF RESPONSIBILITY: The scope of responsibility is to work with Visit Natchez as a vital and contributing member of the team responsible for effectively communicating and promoting all aspects of Natchez with visitors, residents and community partners.

ESSENTIAL JOB FUNCTIONS:

Duties include but are not limited to:

- As a front-line employee, serve as the Natchez expert for all visitors and community partners
- Greet and assist visitors with itinerary planning and other questions, either onsite or over the telephone
- Keeps a pulse on the Natchez tourism industry. Keeps track of openings, closures, business changes, and conducts partner outreach. Communicates updates to Visit Natchez staff.
- Monitors business listings on visitnatchez.org, the Visitor Guide as well as other organization materials and ensures all information is up-to-date and accurate
- Direct opening and closing procedures
- Monitor inventory and maintain brochure & merchandise stock
- Assist with office printing, making copies, filing, note-taking, light cleaning, etc.
- Oversee mail, shipping, and receiving of products and supplies
- Provides four-star and welcoming hospitality services to visitors, groups, events and community members
- Prepare information for monthly NCPC commission meetings
- Assist with biweekly payment docket and financials
- Other work as directed by Executive Director

QUALIFICATIONS:

Experience:

- At least two years of customer service experience
- Excellent written and oral communications skills
- Computer literate and possesses general knowledge of office equipment
- Ability to work independently
- Ability to work nights and weekends in excess of normal working hours
- Ability to exercise judgement, initiative, tact and diplomacy in a wide variety of public situations
- Ability to work in a fast-paced environment with changing priorities and deadlines

Knowledge, Skills, and Abilities:

- Excellent verbal and written communication skills; ability to communicate verbally in an effective manner and to give and follow oral and written instructions
- Knowledgeable of local community with an emphasis on positive experiences from a variety of businesses
- Demonstrated ability to work directly with public and individuals from diverse backgrounds
- Ability to work in individual and group settings
- Ability to initiate and complete projects and assignments in a timely manner
- Knowledge of hospitality and tourism industry

Physical Requirements:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to stand and communicate. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools or controls, and reach with hands and arms.
- Candidates must be able to focus in an open workspace.
- The employee must occasionally lift and/or move objects and materials up to 45 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Ability to give and receive information through speaking and listening skills.
- Corrective devices may be used to meet physical requirements.

Work Environment:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.

SELECTION GUIDELINES:

- The NCPC reserves the right to revise or change job duties as need arises.
- Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.
- The duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

PREFERENCE WILL BE GIVEN TO APPLICANTS WITH ANY OR ALL OF THE FOLLOWING:

- Experience in tourism, hospitality industry and/or experience in marketing and/or public relations.
- Experience in destination marketing for historic locations.

Administrative Assistant/Receptionist Job Announcement- October 17, 2024

BENEFITS

- Paid vacation and sick leave, health insurance, PERS retirement contribution, paid holidays.

SALARY

- Salary commensurate with experience

MISCELLANEOUS

- Work hours are generally 8:30-5pm, Monday through Friday. Given the nature of the tourism industry, some evening and weekend work is required.

CONFIDENTIALITY

- This position requires access to marketing and sales data, financial statements, and other tourism-related information, all of which is considered confidential, and employment agreement will require signing confidentiality agreement.

CREATIVE MATERIALS

- Any and all creative material produced, and elements created by the selected candidate for the NCPC and Visit Natchez during his/her employment will become the property of the NCPC as will all materials, film, negatives, art, code, etc. as well as campaign treatments developed but not utilized. The NCPC acknowledges certain legal constraints, and as such, requires universal releases for materials unless cost considerations, such as model releases, music, photographs, etc. become prohibitive.

The Natchez Convention Promotion Commission is an equal opportunity employer to all qualified persons without regard to race, color, age, sex, religion, national origin or any other basis prohibited by law.