



California's year-round playground

Job Title: Operations Assistant

FLSA Status: Non-Exempt

Department: Administration/Operations

Salary: \$15 hourly

Reports to: Operations Manager

Full Time Position

SUMMARY

Under the direction of the Operations Manager, to perform a variety tasks that include research and report development, administrative and office support. An incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist the Operations Manager with completing monthly sales performance reports on information pulled from IDSS database
- Assist with Social Media Monthly reports
- Assists with transaction reports for marketing
- Create research reports based on visitor spending data on a quarterly basis
- Complete special research projects with the need arises
- Assist with writing organizational procedures
- Assist in monthly audits of FCCVB files
- Provide Office Manager with phone back up
- Create graphics including graphs and flowcharts for reports
- Perform a variety of Administrative duties.
- Assist all departments with Operations needs as assigned

SUPERVISORY RESPONSIBILITIES

Exercise no direct supervisory responsibilities

ESSENTIAL QUALIFICATIONS

Knowledge of:

- Operating procedures for an electronic telephone system
- Telephone and office etiquette, including skills required in public contact
- English usage, spelling, grammar and punctuation
- Basic clerical, typing and computer knowledge
- Type at a speed necessary for successful job performance

Ability to:

- Learn and explain the role of the FCCVB in the Fresno Community and the surrounding area
- Work independently in the absence of supervision
- Communicate clearly and concisely both verbally and in writing

EXPERIENCE AND EDUCATION GUIDELINES

Experience and/or Education:

- High school diploma
- Some higher education preferred
- Familiar with all Microsoft software such as Excel, Power Point, Word

License or Certificate:

Possession of a valid California driver's license and the ability to be insurable under the FCCVB's automobile insurance plan at the standard rate.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position requires prolonged sitting, standing, walking, reaching, kneeling, bending, and stooping in the performance of daily activities. Also required are grasping, repetitive hand movement, and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required

WORKING ENVIRONMENT

The work environment characteristics described are high volume and fast paced. Employee must have the ability to work with a diverse population and in a standard office environment. Reasonable accommodation may be made to enable individuals with disabilities to perform essential function