



Job Description

Date: November 2022
Title: Operations Assistant
Organization(s) Genesee County Industrial Development Agency dba Genesee County Economic Development Center (GCEDC)
Reporting to: CFO

Responsible for a variety of duties including managing, organizing, scheduling, and maintaining information for the GCEDC team. These duties may vary depending on the team's requirements from day to day. Required to be knowledgeable of all general office duties and equipment.

- **Typical work activities:**

- Responsible for managing, organizing, scheduling, and maintaining information for the office.
- Organize all committee and board of director's meetings, coordinating attendance and rescheduling.
- Creation of board meeting agendas, compilation of the agendas and documentation of the minutes.
- Communication with and distribution of materials to Board Members.
- Collect insurance certificates for all projects ensuring that proper requirements are met.
- Data entry, including use of CRM data base.
- Maintain tracking worksheets, data analysis and reporting.
- Originate and maintain control of and access to a complex filing system and records.
- Handle requests for information (FOIL requests).
- Maintenance of equipment and office supply inventories.
- Answering, forwarding, taking telephone messages.
- Greet and/or screen visitors for the appropriate team member.
- General clerical duties including photocopying, fax, and mailing.
- Maintain Innovation Zone and conference room schedule and calendar.
- Make travel arrangements – airfare, hotel, etc.
- Special assignments including off-site errands and other specific tasks assigned by management.

- **Key Competencies:**

- Written and verbal communication skills.
- Planning and organization skills.
- Prioritizing / time management.
- Works independently and in groups.
- Problem assessment and problem solving.
- Attention to detail.
- Customer service oriented.