Position Title: Administrative Operations Coordinator

The purpose of this position is to provide support for all administrative and operational functions for all Visit Canton locations.

The basic functions and major activities which must be performed to carry out the purpose of the position include:

- Assist with accounts payable and accounts receivable processes

- Execute all operations for Visit Canton locations including supply ordering and maintenance requests

- Assist with HR processes

- Assist with annual accounting & tax processes

- Coordinate workplace fund drive campaigns and team volunteer initiatives

- Coordinate all Board of Director communications and serve as recording secretary for Board Meetings

- Assist the President & CEO on scheduling, internal meeting preparation and special projects

Qualifications required to perform the duties of this position include:

- Strong organizational skills

- Proficient in office software & computer skills

- Strong problem-solving skills

- Strong communication skills

- Previous administrative/bookkeeping experience preferred, but not required

Work Environment, Physical Requirements and Additional Information:

- This is an in-office position and will have long periods of sitting at a desk

- This position may be lifting boxes up to 25lbs

- This position is Monday-Friday position, no nights or weekends required

- Competitive benefits package, paid time off, mileage reimbursement, and phone stipend included

Organization Overview:

The Stark County Convention & Visitors' Bureau, d.b.a. Visit Canton, is funded by a lodging tax administered through the Stark County Commissioners. The organization's mission is to promote travel to Stark County. Visit Canton facilitates operations that support a travel and tourism industry in Stark County that generates $1.8 billion dollars in sales. For more information visit www.VisitCanton.com

Submit resumes for consideration to Rosie Kurtz: Rosiek@visitcanton.com

Footnote: This position is full-time, in-office and NON-EXEMPT