

# EXECUTIVE ADMINISTRATIVE ASSISTANT

## Company:

### Commerce Chenango

Reports to President & CEO

Location: 15 S. Broad St.

Norwich, NY 13815

Full-Time position



## About Commerce Chenango:

*Commerce Chenango is a dynamic organization dedicated to fostering economic growth and development in the Chenango County area. We work closely with businesses, community leaders, and government agencies to promote prosperity and enhance the quality of life for residents.*

**Job Description:** Commerce Chenango is seeking an experienced Executive Administrative Assistant to provide high-level support to the President and CEO. The ideal candidate will have 3-5 years of administrative experience, exceptional organizational skills, and proficiency in Microsoft Outlook.

For additional responsibilities and qualifications, visit the [Commercechenango.com](http://Commercechenango.com) job page.

**Starting pay:** \$21/Hour

**Application Process:** To apply, please submit your resume and a cover letter by May 15, 2024, outlining your qualifications and relevant experience to [info@chenangony.org](mailto:info@chenangony.org).

Please include *"Executive Administrative Assistant Application"* in the subject line. We look forward to reviewing your application.

*Commerce Chenango is an equal-opportunity employer.*