



NOW HIRING: OFFICE MANAGER POSITION

JOB SUMMARY:

Responsible for managing front office. Duties include: Oversee the day-to-day operations of the front office, answering the phone, greeting customers, accounts payable and accounts receivables, payroll, composition of weekly and monthly newsletters, maintaining websites and social media platforms, filing, and providing support and assistance during all Lamesa Area Chamber of Commerce Festivals and Events. Monitors and updates all pertinent member information in QuickBooks, Microsoft Office and other databases. Must have a "Can Do" attitude. As a representative of the Lamesa area, Customer Service is our number one priority.

- *Are you highly organized and detail-oriented?*
- *Can you juggle various tasks and manage priorities?*
- *Are you team player? Do you enjoy helping others?*
- *Do you feel energized in a fast-paced environment?*
- *Are you someone others can always count on?*

Our ideal candidate will be a motivated individual with experience in office administration. The ability to work effectively, efficiently and independently to complete tasks accurately and on time is a key requirement! The ability to communicate with a wide diversification of individuals and handle a variety of projects and priorities is essential to this position.

This position is Full-Time, Monday-Friday 8:30am-5:00PM. Additional hours will be expected as necessary.

Applications may be picked up at the Lamesa Area Chamber of Commerce or downloaded at <https://www.lamesachamber.org/job-opportunities>

Resumes will not be accepted in place of an application. NO PHONE CALLS.

Standard Application for Employment

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability or other protected classifications.

Please carefully read and answer all questions. You will not be considered for employment if you fail to completely answer all the questions on this application. You may attach a résumé, but all questions must be answered.

“Employer”	Position applying for
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PERSONAL DATA

Name (last, first, middle)			
Street Address and/or Mailing Address	City	State	Zip
Home Telephone Number	Business Telephone Number	Cellular Telephone Number	
Date you can start work	Salary Desired	Do you have a High School Diploma or GED? Yes <input type="checkbox"/> No <input type="checkbox"/>	

POSITION INFORMATION Check all that you are willing to work

Hours: Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	Days <input type="checkbox"/>	Evenings <input type="checkbox"/>	Swing <input type="checkbox"/>	Graveyard <input type="checkbox"/>	Weekends <input type="checkbox"/>	Status: Regular <input type="checkbox"/>	Temporary <input type="checkbox"/>
Are you authorized to work in the U.S. on an unrestricted basis?							Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been convicted of a felony? (Convictions will not necessarily disqualify an applicant for employment.) If yes, explain:							Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you been told the essential functions of the job or have you been viewed a copy of the job description listing the essential functions of the job? Yes <input type="checkbox"/> No <input type="checkbox"/>								
Can you perform these essential functions of the job with or without reasonable accommodation? Yes <input type="checkbox"/> No <input type="checkbox"/>								

QUALIFICATIONS Please list any education or training you feel relates to the position applied for that would help you perform the work, such as schools, colleges, degrees, vocational or technical programs, and military training.

	School Name	Degree	Address/City/State
School			
School			
Other			

SPECIAL SKILLS List any special skills or experience that you feel would help you in the position that you are applying for (leadership, organizations/teams, etc.

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REFERENCES Please list three professional references not related to you, with full name, address, phone number, and relationship. If you don't have three professional references, then list personal, unrelated references.

Name	Address/City/State	Phone	Relationship

WORK HISTORY Start with your present or most recent employment and work back. Use separate sheet if necessary. (INCLUDE PAID AND UNPAID POSITIONS)

Job Title #1	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

May we contact your present employer? Yes No N/A

Job Title #2	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

Job Title #3	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

Job Title #4	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the Employer to make an investigation of any of the facts set forth in this application and release the Employer from any liability. The employer may contact any listed references on this application.

I acknowledge and understand that the company is an "at will" employer. Therefore, any employee (regular, temporary, or other type of category employee) may resign at any time, just as the employer may terminate the employment relationship with any employee at any time, with or without cause, with or without notice to the other party.

Applicant Signature

Date