



Job Vacancy Announcement

Administrative Assistant at Hawkinsville-Pulaski County Chamber of Commerce

Location: 56 Broad Street, Hawkinsville, GA 31036

The Hawkinsville-Pulaski County Chamber of Commerce is now seeking applicants for an Administrative Assistant. This individual will be responsible to support the President/CEO and the Chamber Board of Directors.

About the Hawkinsville-Pulaski County Chamber of Commerce

The **mission** of the Hawkinsville-Pulaski County Chamber of Commerce is to help businesses succeed so Hawkinsville-Pulaski County communities and the surrounding region may prosper.

Our **vision** is to be the “voice of business” as we work with regional partners toward sustainable economic prosperity.

At the Hawkinsville-Pulaski County Chamber, we place a high value on building strong relationships with our community partners, government leaders, and members. To achieve our shared goals, we are committed to upholding a strict code of conduct that reflects our core values. These values are at the heart of everything we do, and we strive to ensure that they are reflected in all our messages and actions. Our dedication to maintaining a positive reputation and fostering trust with the organizations we serve is unwavering, and we are proud to work alongside our partners to create a better future for our community.

Preferred Credentials, Skills, and Experience

- Experience in office working environment (including but not limited to answering phones, organizing calendars, greeting guests, etc.).
- Customer service experience a plus however not required.
- Ability to use computer business software and social media platforms.
- Write and edit documents to assist the Chamber with community-related initiatives.
- Collect and distribute mail.
- Maintain and organize Chamber inventory, including shirts, rack cards, business cards, etc.
- Assist the President/CEO with promoting the Chamber in the community.
- A passion for Hawkinsville-Pulaski County and desire to see the Chamber and community grow.
- Actively work to carry out and achieve the Chamber’s mission statement and vision.
- All other duties as assigned.

Job Type: Part-Time

Schedule:

Traditionally Monday through Friday; some evening and weekend hours (as needed). Not to exceed 20 hours per week.

To Apply:

Please email a cover letter demonstrating qualifications and professional resume to info@hawkinsvillechamber.org.

Deadline to apply: November 14, 2025.