

Ticonderoga Area

ADIRONDACKS

Ticonderoga, Crown Point, Hague, Moriah & Putnam, NY

Looking for part-time

ADMINISTRATIVE ASSISTANT

To work directly with and assist the President and CEO of the Chamber (business & visitor center) in fulfilling particular tasks, projects, initiatives, and daily work. In addition, this position will assist the Visitor & Member Service Manager as needed. Some nights and weekends required. Outgoing personality, strong customer service skills, strong writing skills and knowledge of the area preferred. Opportunity for growth and additional responsibility possible.

Please submit resume to: mcourtright@ticonderogany.com
or drop off to: **94 Montcalm Street, Suite 1, Ticonderoga**



**TICONDEROGA AREA
Chamber of Commerce**

Business Focused. Community Minded. Future Driven.



@TiconderogaADK



94 Montcalm Street, Suite 1 • Ticonderoga, New York 12883
www.ticonderogany.com • 518-585-6619

206644