

**DESTINATION RAPID CITY and MAIN STREET SQUARE**  
**Job Description**

Job Title: Receptionist/Administrative Assistant  
Status: Full-time, Salaried  
Salary: \$25,000-\$28,000 DOE  
Reports to: President and CEO

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**OVERVIEW**

This entry level position is responsible for playing a team role in the overall organization and flow of the Destination Rapid City (DRC) and Main Street Square (MSS) office. This person serves as a front-line communicator and an assistant to the various departments within the operation.

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**ESSENTIAL DUTIES & RESPONSIBILITIES**

- Perform routine office and clerical tasks including answering phones, responding to email inquiries, writing general correspondence, photocopying, filing, greeting guests, etc.
- Process incoming payments, such as checks and cash.
- Process gift card purchases.
- Assist visitors and tourists seeking information and directions.
- Manage day-to-day maintenance of the organizations' calendars and community calendar.
- Assist in various projects assigned by different departments.

**QUALIFICATIONS**

- 3 years of experience in relevant position.
  - Strong knowledge of Microsoft Office Suite and QuickBooks.
  - Strong written skills and attention to detail.
  - Effective oral communicator with pleasant demeanor.
  - Ability to thrive in a fast-paced environment and multi-task.
  - Must be able to work during nonstandard business hours as needed; standard office hours are Monday through Friday, 8:30 a.m. to 5 p.m.
  - Strong knowledge, or willingness to learn, about Rapid City, Downtown and Main Street Square.
  - Able to lift and move 50 pounds.
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**TO APPLY**

Send cover letter and resume with a minimum of three professional references by 5:00 pm June 20, 2018 to:

Destination Rapid City and Main Street Square  
512 Main St., Ste. 980  
Rapid City, SD 57701  
OR  
[kelly@mainstreetsquarerc.com](mailto:kelly@mainstreetsquarerc.com)

Destination Rapid City and Main Street Square are equal opportunity employers.