

Hamilton Chamber of Commerce – Administrative Assistant

Formed in 1845, the Hamilton Chamber of Commerce is the city's oldest institution and represents 1,000+ member businesses in the heart of downtown Hamilton.

The Chamber is seeking an organized, versatile, and enthusiastic candidate for the position of Administrative Assistant. Reporting to the President and CEO, the Administrative Assistant is responsible for providing administrative and clerical services, and general office support in order to ensure effective and efficient operations of the Chamber.

JOB DESCRIPTION:

The Administrative Assistant:

- Provides front line general reception duties for the Chamber, including answering phone inquiries, room bookings, and managing the general email inbox
- Provides scheduling and administrative support to the President & CEO and the Board of Directors, including, but not limited to:
 - Assembling and distributing agenda packages
 - Recording meeting minutes
 - Annual General Meeting preparations
- Provides general office administration, including:
 - Ordering and maintaining office supplies and equipment
 - Certifying documents for international shipping
 - Ensuring the Chamber website is updated
 - Management of relationships with some outside vendors
- Administers the Chamber's divisions and groups of interest, including:
 - Distribution lists, agendas, notifications, scheduling, booking rooms, catering, A/V setup, and website event posting
- Supports the Chamber's many events, including:
 - Posting events online
 - Overseeing online event registrations and ticket invoicing
 - Supporting onsite event logistics as required, specifically seating arrangements and participant registrations
- Provides basic maintenance of the Chamber website and CRM, including:
 - Posting for events, meetings of groups of interest & divisions
 - Providing blog entries and uploading documents as requested
 - Updating and maintaining the Chamber's CRM, as required
- Performs other duties as assigned

QUALIFICATIONS & REQUIREMENTS:

The ideal candidate will:

- Possess strong interpersonal and communications skills (written and verbal)
- Possess excellent organizational and time management skills
- Have 3-5 years of previous experience in an administrative role (not for profit experience an asset)
- Be proficient in software and collaboration tools including Microsoft Office (Word, Excel, Outlook, Power Point) and Google “G Suite” applications
- Have experience with CRM systems, particularly HubSpot and WordPress
- Have the ability to work flexible hours, including some evening and early morning events

Compensation will be commensurate with skills and experience.

Please send a copy of your cover letter and resume to hcc@hamiltonchamber.ca

Deadline to apply is September 3, 2019.