



Administrative Assistant/Co-Ordinator

The North Dundas Chamber of Commerce is currently seeking candidates to fill a part-time position (10 hrs/ week) of Administrative Assistant & Co-ordinator to assist with the organizing and management of the organization. The hours may fluctuate and/or be banked throughout the year depending on the determined work plan.

We are seeking a motivated, well-organized and enthusiastic individual to provide administrative support, write and prepare documents for bi-monthly Chamber meetings, assist with the annual membership drive, and organize Chamber networking events like the Local Business Expo, Business Breakfasts and other networking opportunities.

Applicants must have strong computer skills, be personable and possess excellent organizational and communication skills. Knowledge of accounting would be an asset. A valid driver's license is required.

A full position description, including the skills and knowledge is included on the next page.

The Chamber of Commerce is open to employees with variable/flexible hours, and the opportunity to work from home or another place to work (subject to consent from employer). The successful candidate will be expected to travel and visit local North Dundas businesses on a regular basis.

A permanent office space may be available later in 2017, but the Chamber Executive will negotiate with the successful candidate on location, work schedule, laptop/phone and other conditions for mutually beneficial terms of work.

To apply to become part of our team, please submit your resume and cover letter (email only) by
Friday, September 22nd, 2017 to:

Rachel Potvin
President, North Dundas Chamber of Commerce
info@northdundaschamber.com

Only those being selected for an interview will be contacted. The North Dundas Chamber of Commerce will accommodate the needs of qualified applicants in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act during the hiring process.



Position Summary:

Reporting to the Chamber Executive, this position provides clerical and logistical support to the organization, as well as act as lead organizer for bi-monthly chamber meetings and networking events.

Position Qualifications:

- Strong interpersonal skills combined with excellent written and oral communications
- Demonstrated previous working experience with the general public with preference given to candidates with previous experience working with small/medium businesses
- Ability to organize activities, meet deadlines and work under pressure
- Organizational skills to prioritize and complete tasks within appropriate time frames
- Willingness to learn, to accept responsibility and demonstrate initiative
- Good problem solving skills and a commitment to confidentiality and professional ethics
- Computer literacy and experience with word processing, spreadsheets and other software

Position Description:

- Schedule meetings, prepare necessary materials, and transcribe minutes for bi-monthly Chamber Executive Meetings and Annual General Meeting
- Maintain and produce financial records/statements (using provided online accounting software), and prepare/deliver cheques and bank deposits
- Serve as key liaison with membership to promote membership, upcoming events, and raise awareness on projects
- Update and renew hosting for Chamber website, Facebook/social media, and contact information for membership
- Coordinate campaign and maintain records for annual membership drive
- Lead organizer and coordinator of annual North Dundas Local Business Expo with assistance of volunteer committee (ie. registration, marketing, set-up/logistics)
- Meet new business owners to promote the Chamber and various networking and learning opportunities
- Handle incoming telephone calls and voicemails
- Maintain Administration files and records systems
- Produce monthly newsletter
- Work with North Dundas Economic Development and Communications Officer on networking events (ie. business breakfasts, Wine & Cheese, Mayor's Breakfast)
- Maintain office equipment/supplies inventory, adequate postage, telephone system, etc.
- Process incoming and outgoing postal mail, e-mail, and courier packages
- Other duties as assigned

The forgoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all the work requirements that may vary and/or be amended at any time by the Board of Directors.