



Representing Business. Celebrating Business People. Since 1905

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**The Prince Edward County Chamber of Commerce is currently seeking applications from qualified candidates interested in the position of**

## **OFFICE ADMINISTRATOR**

The Prince Edward County Chamber of Commerce is the trusted advocate and tireless champion for local businesses. With a long-standing reputation for excellence and leadership, the Prince Edward County Chamber of Commerce continuously generates opportunities to connect people by bringing life to business. Doing so provides a vehicle for success for our members and the future of The County's business community.

The PEC Chamber fosters an extensive network for entrepreneurial leaders to partner in representation, communication, and education. It provides members with: Networking, Group Benefits and affordable Marketing and Advertising opportunities and most importantly a voice as a collective group.

The Prince Edward County Chamber of Commerce seeks an experienced individual to manage and oversee the daily operations of the office. This is an opportunity to have a significant impact on the organization for an energetic professional dedicated to providing top notch services as well as building and maintaining a diverse environment in which staff, members and visitors can thrive. The position is a blend of operations, administration, bookkeeping, facilities, events, and hospitality and requires the ability to adapt to changing priorities and demands with little or no notice.

Candidates who apply should demonstrate exceptional energy, commitment to service excellence, and be a pro-active thinker who can multi-task in a busy environment.

The selected candidate will work with our highly dedicated, professional staff and volunteer base and have a strong business acumen, excellent communication skills and an engaging interpersonal style to carry out the daily tasks of The PEC Chamber.

## **APPLICATION PROCESS:**

Expressions of interest including career profiles will be accepted until February 4, 2022, at 4:00 p.m., and should be sent confidentially to [lesley@pecchamber.com](mailto:lesley@pecchamber.com)

*Information provided by or about candidates for these positions will be used only for candidate selection. We thank each applicant for taking the time and effort to respond; however only candidates to be interviewed will be contacted.*



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## Position Description

**Title:** Office Administrator

**Reports to:** Executive Director

**Location:** Prince Edward County Chamber of Commerce, 206 Main Street, Picton Ontario

**Direct Reports:** 1

**Duration:** Full-Time, permanent position    **Salary:** \$32,760 - \$38,220, *optional health benefits, 4 weeks' vacation*

## Position Summary:

Office Administrator will be principally responsible to ensure the proper flow of office procedures and supports the office directors by carrying out common office duties. Maintains a positive and friendly company image by acting as the first line of contact to visitors, members, and vendors in person, online, and via telephone.

## General Duties and Key Responsibilities:

- Administration of the day-to-day operations of the Chamber main office and tourism information.
- Manages reception / information area and tends to visitors. Provides “front office” business and information services to Chamber members, visitors, and travellers to Prince Edward County.
- Lead on the execution of The Map and any other projects as assigned.
- Manage the Chamber’s day-to-day financial transactions, authorizations, and bookkeeping.
- Keep the Director informed on pertinent calls or information.
- Ensure the office will be open to the public at the stated hours of operation.
- Maintain current up-to-date knowledge of Chamber businesses.
- Assist in organizing approved functions, meetings and events including the Chamber’s AGM.
- Represent the Chamber as appropriate at various functions and participate in Chamber events.
- Maintain member accounts; record and respond to daily inquiries (telephone, internet, etc.); prepare and mail information packages, office mailings and post office box pick-up and banking deposits.
- Assist in promoting and enhancing the Chamber’s role as the “Voice of Business” in the County.
- Assist with applications for funding and manage reporting of funds received.
- Oversee the training and supervision of summer and student staff.
- Assist in member recruitment and retention.
- Assist with communications and delivery of member services.
- All other duties as assigned.

## Position requirements

- Proven experience as an office administrator, office assistant or relevant role
- Outstanding communication and interpersonal abilities
- Excellent organizational and leadership skills
- Familiarity with office management procedures and basic accounting principles
- Proficient in all Microsoft Office applications and relevant technology/CRM systems, knowledge of Zoho an asset
- Qualifications in secretarial studies will be an advantage
- Project Experience would be considered an asset as well as
- Basic accounting background is preferred
- Passionate about making a difference to a non-profit and the community