



Representing Business. Celebrating Business People. Since 1905

Our people are our brand, and our culture is what sets us apart. At The Prince Edward County Chamber of Commerce, we strive to foster a culture that brings the power of learning, laughter, and diversity to life – where people with different backgrounds and experiences thrive in their professional and personal lives. We are currently seeking an

OFFICE AND SPECIAL PROJECTS ADMINISTRATOR

We are seeking an honest, resilient, kind-spirited, critical thinker who can adapt to a dynamic work environment while being the grounding force that keeps our daily operations balanced. If you are interested in joining a growing chamber of commerce with a team culture and rewarding work, please forward your resumes and cover letter to manager@pecchamber.com

The PEC Chamber 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 is the preferred business resource in the County that encourages sustainable growth and prosperity for a viable business ecosystem that accomplishes collectively what no business can do alone. Doing so provides a vehicle for success for our members and the future of The County's business community.

The experienced individual will manage and oversee the daily operations of the office. This is an opportunity to have a significant impact on the organization for a 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 offers the opportunity to engage with and oversee several disciplines including operations, administration, bookkeeping, events, and hospitality. The ideal candidate thrives in an environment with shifting priorities and evolving projects.

Candidates who apply should demonstrate exceptional ability to 'get things done', 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 March 13, 2023 and should be sent confidentially to manager@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.



Representing Business. Celebrating Business People. Since 1905

Position Description

Title: Office and Special Projects Administrator

Reports to: CEO

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

Duration: Full-Time, permanent position

Commensurate with experience

Position Summary:

The Office and Special Projects Administrator will be principally responsible to ensure the proper flow of daily operations and office procedures. 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.

Core Competencies

- Strong communication and negotiation skills
- Excellent organizational and writing skills
- Basic accounting background is preferred
- Proficient in all Microsoft Office applications and an understanding of CRM systems (knowledge of Zoho an asset)
- Project experience would be considered an asset
- Strong business acumen
- Passionate about making a difference in our community

General Duties and Key Responsibilities:

- Administration of the day-to-day operations of the PEC Chamber main office:
 - Ensure the office will be open to the public at the stated hours of operation.
 - Manages reception / information area and tends to visitors. Provides “front office” business and information services.
 - Provide customer service support for new and existing members.
 - Seek and secure sponsorships for chamber events.
 - Manage the Chamber’s day-to-day financial transactions, authorizations, and bookkeeping.
 - Maintain member accounts; record and respond to daily inquiries (telephone, online, etc.); prepare and mail information packages, office mailings and post office box pick-up and banking deposits.
- Assist the CEO
 - in promoting and enhancing the PEC Chamber’s role as the “Voice of Business” in the County.
 - with applications for funding and manage reporting of funds received.
 - in organizing approved functions, meetings and events including the PEC Chamber’s AGM.
 - to maintain current up-to-date knowledge of PEC Chamber businesses.
 - in member recruitment and retention.
 - with communications and delivery of member services.
 - Keep the CEO informed on pertinent calls or information.
- Lead on the execution of special projects as assigned.
- Represent the PEC Chamber as appropriate at various functions and participate in chamber events.
- All other duties as assigned.