



Representing Business. Celebrating Business People. Since 1905

Position Description

Title: Office and Special Projects Manager
Location: Prince Edward County Chamber of Commerce, 206 Main Street, Picton Ontario
Duration: Part-Time, permanent position
Reports to: Chief Executive Officer (CEO)
Hours: 20 hours/week
Salary: \$28/hours

Benefits including Health, Medical & Dental Benefits, Life Insurance, AD&D, Critical Illness and Long Term Disability.

Position Summary:

The Office and Special Projects Manager 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 Chamber members, visitors and vendors in person, online, and via telephone.

General Duties and Key Responsibilities

- Administration of the day-to-day operations of the PEC Chamber office:
 - Manage the Chamber's day-to-day financial transactions, authorizations, and bookkeeping.
 - Provides "front office" business and information services.
 - Provide customer service support for new and existing members.
 - Seek and secure sponsorships for chamber events.
 - 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.



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- All other duties as assigned.

How to Apply

By Email: duarte@pecchamber.com

In-Person: Unit 2B, 206 Main Street, Picton, Ontario

By Post: The Prince Edward County Chamber of Commerce, 206 Main Street, Unit 2B, Picton, Ontario, K0K 2T0

We are an Accredited Chamber of Commerce, a Certified Living Wage Employer and Rainbow Registered.

We cultivate a culture of inclusion for all employees that respects their individual strengths, views, and experiences. We believe that our differences enable us to be a better team – one that makes better decisions, drives innovation, and delivers better business results.

The Prince Edward County Chamber of Commerce is an equal opportunity employer and provides employment accommodation in accordance with the Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act. Should you require accommodations at any point during the application or hiring process, please email contactus@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.