



Representing Business. Celebrating Business People. Since 1905

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

Office Administrator, Summer Student Position, 2023 Season

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 represents, serves, and connects present and future members to build and sustain a thriving business community. The PEC Chamber represents the voice of business in Prince Edward County: communicating ideas to policy makers, acting as a primary source of information to residents and visitors, providing a responsible voice for tourism and commerce in the community and promoting a healthy economic climate. The PEC Chamber advocates for appropriate economic development and encourages cultural, civic, educational, and recreational interests.

Position Description

Title: Office Administrator

Reports to: CEO

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

Duration: Full-Time, 8-week, contract position

The PEC Chamber seeks an individual for the Canada Summer Jobs position of Office Administrator for the Summer 2023 season. This position requires an ambitious and energetic person who will have the opportunity to develop the following skills: Client Service; Teamwork; Communication; Digital and Leadership through providing:

- Assistance in organizing approved events, programs, and projects. This will range from administration and communications to gathering data and reporting.
- Assistance of the day-to-day operations of the Chamber main office and tourism information.
- Provide "Front office" business and information services to chamber members, visitors, and travellers to Prince Edward County.
- Maintain current up-to-date knowledge of chamber businesses.

Preferred candidates will have the ability to communicate efficiently and professionally. They will work well with a team to coordinate tasks, share resources, plan, make decisions, negotiate, solve conflicts, and complete other activities at the PEC Chamber. Digital skills an asset as they are needed to understand and use systems, tools, and applications, and to process information.

The selected candidate will work with our highly dedicated, professional staff and volunteer base, excellent communication skills and an engaging interpersonal style to carry out the objectives of The PEC Chamber.

APPLICATION PROCESS:

Expressions of interest including career profiles should be sent confidentially to lesley@pecchamber.com by May 15, 2023

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.