

Administrative Assistant

City: Airdrie

Region: Alberta

Job Type: Permanent, part-time (20 hours/week). Flexible weekday hours with some evening and weekend time required

DESCRIPTION

The Airdrie Chamber of Commerce is a member-driven, volunteer-led organization, proudly representing the interests of businesses in our city. For more than 40 years, the Chamber has stood for promoting, representing and enhancing the interests of Airdrie's business community. The Chamber represents over 500 businesses in our region and is aligned with both the Alberta Chambers of Commerce (ACC), which represents over 25,000 businesses and the Canadian Chambers of Commerce (CCC), which represents over 200,000 businesses. With the largest and most influential business organizations locally, provincially and federally, the Chamber network is the most unified, valued and influential business network in Canada and works together to shape policy and programs that will make a difference to businesses in our region.

POSITION DESCRIPTION

The Administrative Assistant reports directly to the Executive Director and is responsible for providing administrative and clerical services, coordinating memberships, and general office support to the Executive Director. The Administrative Assistant serves as the main front line staff person and is the first point of contact for most Chamber inquiries and transactions.

RESPONSIBILITIES

- Greet and assist walk in traffic
- Respond and/or redirect inquiries promptly from prospective members, executive officers, Board of Directors, Executive Director, the general public and other industry bodies by phone, email, fax or written correspondence
- Follow up to phone, email, fax or written inquiries within an appropriate timeframe and in an efficient and professional manner
- Perform general clerical duties including, but not limited to, mailing, filing, photocopying and faxing
- Participate in inter-office meetings and take staff, committee and board meeting minutes
- Prepare monthly board package and maintain minute book
- Arrange for board and committee badges, hand books and other materials as required

- Compile and distribute membership material, mailings and correspondence to members and potential members
- Assist in ensuring that member files are maintained and up to date and that privacy and confidentiality is adhered to
- New member welcome intake and processing
- Process membership renewals on ongoing basis
- Other duties as assigned

QUALIFICATIONS

Education

- A business or office administration diploma, office technology certificate or equivalent qualification in a related program
- Equivalent experience in a related organization or field of work

Knowledge, skills and abilities

- Knowledge of general office practices and administration
- Ability to establish and maintain good working relationships with other staff, board, members, committees, volunteers and community partners
- Skilled in customer service practices
- Ability to operate office equipment i.e. printers, copiers, scanners, fax and postage machine
- Good organizational, written and verbal skills
- Ability to multi-task and meet deadlines
- Knowledge of community events, facilities, and business resource information

Proficiency in the use of computers for:

- Word processing (Word)
- Database Management (Access/Member Manager)
- Reporting (Excel)
- E-mail (Outlook)
- Internet

HOURLY RATE: \$17.00 - \$19.00/hour

APPLICATION DEADLINE

- To apply, please email an up-to-date resume and cover letter with references to info@airdriechamber.ab.ca by Friday, November 9th, 2018.

The Airdrie Chamber of Commerce is committed to the principles of employment equity. Only qualified candidates will be contacted for an interview.