

Office Assistant

Join a team that shapes the future of one of the most desirable communities in Canada. Working as a member of the Chamber team, the Office Assistant will help with the organization and the daily administrative operations of the Campbell River Chamber, as well as provide support with event planning, marketing campaigns and member retention strategies.

The ideal candidate will be a hard-working professional able to undertake a variety of office support tasks and work diligently under pressure. This person will be comfortable working with a high degree of attention to detail and discretion as well as incorporating new and effective ways to achieve better results.

Responsibilities include:

- Assist in membership acquisition and retention.
- Support marketing & communication plan implementation
- Support the preparation and delivery of events
- Aid in the preparation of reporting information and materials
- Administrative tasks including correspondence, data entry and
- Delivery of an exceptional member and guest experience
- Other projects and duties as assigned

Qualifications:

- Enrolled in or complete post secondary education in business administration.
- An outgoing personality with excellent communication skills including online, written and presentation.
- Familiarity and/or an interest in Sales, Marketing and Not for Profit organizations.
- Strong computer skills, including demonstrated working knowledge in all MS Office applications, including Word, Excel and PowerPoint.
- Accuracy in data entry and attention to detail in all areas of work.
- Strong attention to detail, communication, customer service, and organizational skills.
- Ability to work independently and in a team environment.

HOW TO APPLY:

Please reply with a cover letter, resume and three references to:
hr@campbellriverchamber.ca.