



BC Chamber of Commerce

Position Description

Position Title: Administrative Coordinator

Reporting To: Director of Finance & Administration

Date Prepared: June 4th, 2019

The BC Chamber of Commerce is BC's largest and most broadly-based business organization with 36,000 members – driving insights to our partners, government and each other. We know what's on BC's mind and grow the people who power BC.

Position Description

Our ideal candidate is a strong multi-tasker and self-starter who enjoys the fast-paced, issues-driven environment that typifies the chamber world. The Administrative Coordinator will be responsible for reception and office duties, assisting with Accounts Receivables and Payables, as well as co-ordinating event registration for the Chamber.

Role Summary

The role will require a 5-day-a-week commitment in our office as we often do our best collaboration during in-person strategy sessions and weekly staff meetings.

Primary Responsibilities

- *Reception and Office Duties*
 - Managing the Front Reception desk, telephone & email inquiries, sorting daily mail, courier deliveries, ordering office supplies, preparing weekly bank deposits and credit card reconciliations
 - Ensuring the office environment is presentable, preparing the Boardroom for client and staff meetings, and ensuring the Boardroom is cleaned-up for the next meeting.
 - Assisting clients with Document Certification and managing Boardroom rentals.
 - Assisting with office printing needs, and ensuring printers/photocopiers are supplied
 - Maintaining office equipment (e.g. printers, photocopiers, phone lines, postage machine, etc.) and ensuring equipment is serviced
 - Maintaining the Administrative Guide as a reference on procedures and updating the item accordingly

- *Corporate & Chamber Membership and Accounts Payables & Receivables*
 - Arrange monthly invoicing of Corporate Members and annual invoicing of Member Chambers
 - Prepare membership renewal letters, membership certificates, acknowledgement letters, and packages for new and renewing members
 - Assist with corporate and chamber membership invoicing, sponsorship invoicing, processing and tracking payments



- Gather supplier invoices for the bookkeeper, and assist with mailing cheque payments
- *Record Maintenance*
 - Maintaining the Chamber's CRM system, Chamber Master, with up-to-date corporate, chamber, and stakeholder contact details. Synchronize Chamber Master with mailing lists
- *Administration of Benefit Programs*
 - Review & compare monthly Group Insurance Statements and add or delete members and maintain data base.
 - Review monthly and/or quarterly reports from programs (e.g. Kubera, and First Data), check for accuracy, and arrange quarterly payments where needed.
- *Event administration*
 - Prepare for event registration through the "EventBrite" platform, manage the guest list leading up to the event, and managing the event registration desk at the venue
 - Prepare name badges for guests & staff, print table cards, and assist with seating arrangements
 - Assist with delivering event items to the venue and the return of items to the office.
 - On the day of the event, you will be asked to work flexible hours, including breakfast events and evening events to manage the registration desk and assist during the event.
- *Special event administration: Annual General Meeting & 3-day Conference*
 - Attend the annual three (3) day AGM & Conference that will be held in various cities in B.C. (in 2020, this will be held in Prince George). This will include working outside of normal office hours due to the nature of the 3-day conference. Some travelling will be expected to attend the AGM & Conference.
 - Manage the event registration system for the Conference through EventBrite and internal spreadsheets; assist delegates with signing-up for the Conference
 - Preparing Delegate kits – arranging name badges & assembling registration packages.
 - Assist with packaging and couriering conference items to the venue and the return of items to the BC Chamber office.
 - Manage the Conference Registration Desk and guest list
 - Manage the on-site team office and set-up.
 - Overall administrative support for staff, Board of Directors, etc.

Qualifications and Essential Skills

- ✓ Minimum 2 years office experience and post-secondary education preferred
- ✓ Possess excellent customer service, and professional verbal and written communication skills
- ✓ Ability to set priorities and operate effectively within a multi-tasking environment
- ✓ Must be a self-starter who demonstrates a high degree of initiative and flexibility to deal effectively with changing requests and demands
- ✓ Proficiency with Windows OS and Microsoft Office (e.g. MS Word, Excel spreadsheet, Outlook)
- ✓ Working knowledge of office equipment (multi-function printer / photocopier, iPad / tablet)



BC Chamber of Commerce

Know what's on BC's mind.

Compensation

- Please **include salary expectations** in your cover letter. Compensation will depend on experience/qualifications.

How to Apply

- Please submit your **resume and cover letter** to bccc@bcchamber.org, quoting “Administrative Coordinator”. No phone calls please.

Closing date:

- June 24th, 2019