

The Greater Victoria Chamber of Commerce works with local business to build good business and great community. For over 156 years The Chamber has led the way on historic improvements in our region ranging from the serious - building The Empress, ferry service to the island, UVic, the airport – to the fun and fabulous Flower Count. Today, with 1,400 members, the Greater Victoria Chamber of Commerce is one of the five largest chambers in the Province. We represent the interests of small, medium and large businesses across all industries as well as members from the not-for-profit and public sector.

We invite you to be a part of the team and a part of the history of building Greater Victoria. We are now seeking a **Front Desk and Office Administrator**

Key Responsibilities

The Front Desk and Office Administrator is the backbone of the office responsible for:

- Communicating with our members in a professional and cheerful manner – in person, verbally & via email
- Ordering supplies, overseeing a variety of standard office equipment & keeping the office organized and presentable
- Working with our membership database
- Banking
- Assisting with various events
- Assisting the CEO as needed with calls and for meeting preparations, etc.

You will have the opportunity to work with all of our teams – Membership, Events and Communications & Advocacy – with a primary focus on Events and Membership. Days at The Chamber are lively and busy with lots of diversity in projects and opportunities to grow.

Qualifications & Education

- Strong customer service skills & a team player
- Ability to multi-task on various projects and prioritize efficiently
- Task orientated with excellent time management skills
- Takes pride in work, with an eye for detail
- Willingness to learn new skills
- Flexible and efficient
- Works effectively independently
- Employs good judgement with an ability to manage interactions with senior executives
- Above average abilities with Microsoft Office: Outlook, Word, Excel

Benefits of Working with The Chamber Team

- 3 weeks of paid holidays
- Flex time
- Summer hours from June to August
- Office closed between Christmas and New Years
- Standing desks
- Chamber Group Health Benefits
- RRSP Contributions
- Salary plus bi-monthly goal-related bonuses
- Competitive pay
- 37.5 hours per week – typically 8:30 – 4:30

Interested applicants are asked to send in a resume to:

operations@victoriachamber.ca

by no later than May 24, 2019.