



Job Description: Administrator

Posting Date: March 6, 2023

Job Type: One-year term, subject to extensions

Work Location: Remote, requires visits to businesses and attendance at chamber events locally.

Hours: 14 hours per week, Flexible, Attends monthly executive, board meetings and annual events.

Rate: \$17/hour

Closing Date: March 24, 2023

Objective of the Job: Ensure that adequate records of the business affairs and meetings of the Chamber are maintained and with other officers assist in conducting the business affairs of the Chamber in accordance with the directives and policies established by the board.

Job Activities:

1. Record or cause to be recorded the minutes of board and membership meetings, and forward them to the board members promptly after each meeting.
2. Ensure that electronic files of the minutes, correspondence, and other relative information are properly maintained.
3. Be an officer of the Chamber.
4. Be a signing officer of the Chamber.
5. Participate in the coordination and execution of Chamber led events.
6. Participate in the coordination and execution of membership promotions, fee collections and surveys.
7. Maintain and updates GACC website
8. Participate with the Board on long and short term planning
9. Work will primarily be performed in a home office
10. Attendance at GACC events before and after normal business hours is required
11. Respond to called-in messages (GACC cell phone)
12. Pick up GACC mail at local post office
13. Assist Treasurer in developing and updating budgets

Skills

1. Excellent written, oral and listening skills
2. Working knowledge of Microsoft Word, Excel, PowerPoint.
3. Comfortable with social media sights such as Facebook, and Instagram.
4. Working knowledge of accounting software such as QuickBooks
5. Make bank deposits, pay GACC bills
6. Organized, efficient, resourceful and independent
7. Be able to work collaboratively and positively with others of diverse backgrounds, opinions and needs
8. Exercise good judgment, identify problems, show initiative, set priorities, manage multiple tasks and meet deadlines

Interested candidates are invited to submit their resume to info@gacc.ca by March 24, 2023