



## **JOIN OUR CHAMBER TEAM**

Do you love talking to people? How about supporting local business owners in our community?

Well, The Chamber is looking for a new friendly face for our full-time Office Assistant. Reporting to The Chamber's Executive Assistant, our Office Assistant is often the first point-of-contact with our members and is front-and-centre in all The Chamber action.

If you're positive, driven, and up for a fun, fast-paced, and fulfilling career, we encourage you to keep reading...

## **WHAT IS THE CHAMBER?**

Founded in 1873, The Winnipeg Chamber of Commerce is the largest organization representing the voice of business in Winnipeg. We have a membership of more than 2,000 companies, representing close to 90,000 employees.

Simply put, The Chamber is the gathering place for the business community. As Winnipeg's largest business association, we help build strong connections, provide leading resources and events, and in turn help businesses grow.

It's important for us to mention, we are committed to creating a diverse, equitable, and inclusive workplace that represents the diversity of our community and encourages a variety of ideas, thoughts, and perspectives, where contributions are valued and everyone feels respected, welcomed, and has the opportunity to grow.

## **WORKPLACE CULTURE IS A PRIORITY**

If you ask anyone on our Chamber team – they will tell you the workplace culture at The Chamber is...different. In a good way!

We're a small but mighty team of amazing people, running over 100+ events a year and dozens of dynamic business programming and resources. With that said, the health, safety, and happiness of our staff are important, we highly encourage a work-life balance, and our active Social Committee ensures we have the perfect balance of work and play - from surprise care packages, summer picnics, holiday parties, and experience-based activities (by the way, how good are you at Escape Rooms?).

## **ABOUT THIS UNIQUE OPPORTUNITY**

- Present a positive and professional image of The Chamber to members, business associates, and the general public through inquiries and other interactions
- Answer, screen, and refer telephone inquiries to the appropriate individual/department within The Chamber
- Provide information, referrals, and manage queries from members, business associates, and the general public on various topics
- Database administration
- Document Certification
- Manage Conference Centre bookings, supplies, cleaning, and maintenance



- Manage inbound and outbound mail, including courier pick up and deliveries
- Provide administrative support to all departments within The Chamber as required and as directed by the Executive Assistant
- Other duties as assigned

#### **MORE DETAILS**

- Monday to Friday from 8:30 a.m. to 4:30 p.m.
- Lunch break is from 12:00 p.m. - 1:00 p.m. or as previously arranged with the Executive Assistant
- May be required to work overtime and evenings; flex hours should be utilized
- An excellent compensation package

Although we are currently operating in a remote work environment due to COVID-19 concerns, the expectation is that we will be returning to our physical workspace and our regular in-person duties in the near future.

#### **WHAT WE'RE LOOKING FOR**

- Completion of a relevant administrative assistant or general business post-secondary education
- Minimum of two (2) years office reception, administrative, and/or customer service experience
- Proficiency in MS Office (Excel, Word, Outlook, PowerPoint, Publisher)
- Experience working in a CRM system or database
- Strong communication skills, both verbal and written
- Professional, positive, and results-orientated with the ability to multi-task and work effectively under pressure to meet deadlines
- Strong organizational skills with the ability to set priorities and complete tasks with a high level of accuracy in a fast-paced environment
- Ability to work independently and in a team environment
- Ability to establish and maintain good working relationships with all levels of staff, members, business associates, and the general public

#### **HOW YOU CAN APPLY**

All qualified applicants/persons are invited to apply, and we especially welcome applications from Indigenous peoples, women, racialized persons, 2SLGBTQ+ persons, and persons living with a disability(s).

**Please submit your cover letter and resume to [info@winnipeg-chamber.com](mailto:info@winnipeg-chamber.com) by Wednesday, September 15, 2021.**

We are committed to creating an inclusive, barrier-free recruitment and selection process, and work environment. If we contact you for an interview, please provide us with your accommodation support requirements during the recruitment process. All information received in relation to accommodation will be kept confidential.

We appreciate the interest shown by all applicants; however, only candidates selected for an interview will be contacted.