

## JOB DESCRIPTION

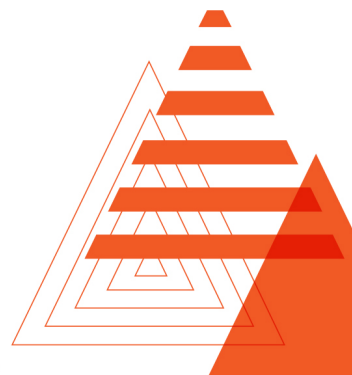
### Position Title: Office Coordinator

#### Job Purpose:

The position reports to the Vice President of Operations and is responsible for general office support to all staff. The office coordinator main responsibilities are answering phones, greeting all guests, assisting in office operations, and specific administrative support to Events team.

#### Areas of Responsibility and Specific Duties:

- Answer all incoming calls to main telephone number and directing calls as appropriate.
- Greet and assist guests, customers, and clients who come into the office.
- Call renewing members to thank them for their membership.
- File monthly accounting documents.
- Mail out invoices for past due invoices.
- Organize/maintain common areas (kitchen, reception, board room, supply room).
- Provide administrative support to all staff. This may include scheduling meetings, revenue collection, processing event registrations, database management, etc.
- Book or check conference room for availability for internal and external use.
- Assist Vice President of Operations with facilities coordination, including ordering office supplies and processing incoming mail.
- Create invoices as needed.
- Process and deposit checks weekly.
- Support events team in event preparation duties such as printing nametags, table tents, and other materials for events.
- Provide day-of support at Chamber events such as working registration, greeting and directing people, helping with setup and tear-down, etc.
- Update event webpages and attendee information in our database.
- Serve as a host support in running Zoom/virtual meetings.
- Other general office duties as assigned.



**Candidate should possess the following skills and experience:**

- Professional demeanor.
- Exceptional organizational skills.
- Strong people skills, to positively impact organizational culture and build team spirit.
- Ability to communicate and convey the Chamber's mission and vision to membership.
- Ability to handle a wide variety of projects within a fast-paced environment.
- Ability to work with little oversight and produce results (self-starter).
- Comfort interacting with business leadership.
- Proficient computer knowledge and general office skills. Should be comfortable learning and/or using Microsoft Office Suite (Outlook, Word, Excel, PowerPoint) and Zoom.
- Able to learn or use our database system (we use Personify).

The St. Paul Area Chamber is dedicated to diversity in the workplace and our policy is to provide equal employment opportunities to all qualified persons without regard to race, age, color, sex, religion, national origin, disability, veteran status, sexual orientation, gender identity and/or expression or other status protected by law.

