

## **Office Coordinator**

The Chandler Chamber of Commerce is seeking an Office Coordinator. The Chandler Chamber was founded in 1912 as the voice of the business community and continues to advocate for businesses and the community to drive economic growth and vitality for Chandler.

Under general supervision, the Office Coordinator will perform a wide variety of administrative and support functions, including but not limited to answering phones, greeting visitors, filing, basic data entry, providing information and assistance to Chamber President/CEO and staff, Chamber members, volunteers and the general public.

### What is Expected

- Understanding and applying relevant information, policies, and procedures
- Planning, prioritizing, multi-tasking and completing assignments with some supervision
- Dealing tactfully and courteously with the general public and others seeking information about the Chamber's functions, membership and activities
- Attention to detail
- Effective verbal and written communications

### Work Environment

- Work is performed in a standard office environment
- Constant sitting, seeing listening and talking is required to perform the primary duties and responsibilities
- Frequent standing and walking is required to perform primary duties and responsibilities

### What we offer

- Monday – Thursday, flexible hours up to 20 hours a week
- Opportunity to gain office experience

### **Interested candidates should submit the following:**

- Letter expressing interest
- Resume

An application will be emailed to you upon submission of your resume. All submissions should be directed to [molly@chandlerchamber.com](mailto:molly@chandlerchamber.com). No telephone calls please.