

Office Administrator

The Whistler Chamber of Commerce is seeking a service orientated and reliable administrator to join the Whistler Chamber team. The Office Administrator is a full-time position and will be at the centre of it all with a finger on the pulse of all Chamber programs, events and activities, elevating the Member experience.

If you are looking to make meaningful connections, in a fun and welcoming team environment while enhancing your skills and growing your career in Whistler, then this is the role for you!

Job Summary

Reporting to the Executive Director and working closely with the management team, the Office Administrator is a key point of contact with our existing and future Members, and the public. This role facilitates the smooth operation of the office and is a natural connector in the heart of the action. They support the Chamber team on projects and tasks surrounding membership, marketing and events, as well as coordinate the administration needs for the Whistler Chamber.

The Whistler Chamber is looking for a self-starting service star who;

- Is reliable, responsive and knows how to build relationships
- Enjoys serving our members and their employees
- Is able to express themselves using compelling and easy language
- Is very familiar with Microsoft Office and eager to learn our internal IT systems
- Is upbeat and positive

Primary Responsibilities

Events

- Provide support in planning and executing Whistler Chamber events, including its flagship event Whistler Excellence Awards, Annual Golf Day Challenge and various training workshops

The Whistler Experience®, the community's customer service program

- Respond to inquiries from businesses and participants regarding the Spirit Pass Program
- Assist with any other aspects of The Whistler Experience® / Spirit Program
- Complete tasks for associated Whistler Experience® programs, events & training

Membership related tasks

- Respond to Member inquiries and membership leads as required
- Provide support to membership lead

Administration

- Provide administrative support to the Whistler Chamber team
- Rental administration of the Chamber's Gateway room
- Maintain files and records with effective organization systems
- Takes direction from the ED on bookkeeping and related tasks as required
- Maintains the smooth operation of the office (e.g. ordering office supplies)

General

- Respond to phone, email and walk-in inquiries
- Reception duties as required
- Carry out other projects as assigned

Knowledge and Skill Requirements

Be reliable

- Two plus years' experience in an office environment and a high level of professionalism
- Strong administrative skills and impeccable attention to detail
- Organized, able to multitask and prioritize, work well in a fast-paced environment
- Computer savvy with proficiency in MS Office Suite and CRM systems
- Knowledge of web content management software an asset

Be responsive

- A sound knowledge of the Whistler business community
- Ability to manage multiple projects simultaneously
- Resourceful, proactive and thinks critically in dealing with issues that may arise
- High degree of self-motivation and ability to work independently to meet deadlines

Build relationships

- Strong interpersonal skills, with proven ability to build relationships and strategic alliances
- Excellent customer service focus
- Proactive team player, takes initiative and is looking for career growth

About the Job

- Permanent, full-time role
- \$45,000+, depending on experience
- Extended health & dental benefits after three months
- Annual wellness allowance
- Flexibility to work occasional evenings as per event requirements
- Primarily office environment with some field work required as per event requirements
- Multiple training and learning opportunities available
- Work with a fantastic team and a company that offers lots of growth potential

If you would like to be part of a dynamic and passionate team, send your resume to Louise Walker, Executive Director, Whistler Chamber at louise@whistlerchamber.com

Deadline for submission: **Monday January 9, 2023.**