

# The Port Hope and District Chamber of Commerce

## Office Coordinator ( 1 year Contract Position )

### Reports to: Chamber CEO

The Chamber Office Coordinator participates in the general operation of the Port Hope & District Chamber of Commerce and Office #390 of Service Ontario and provides support services to the CEO.

Primary responsibilities include, but not limited to:

- Reception
- Membership Services
- Administration
- Communication/ Public Relations

In addition the Office Coordinator will be required to provide counter service at the Port Hope Service Ontario. This includes, but not may be limited to Ministry of Transportation transactions, Ministry of Health transactions, Boater Exam Proctoring and Ministry of Natural Resources Licensing.

### Education/Experience

- Minimum Ontario Secondary School Diploma prefer Post-Secondary Administrative Studies
- 5 years Administrative/Customer Service experience required
- 2 years related Service Ontario experience strongly recommended.

### Qualifications

- Excellent communication skills
- Ability to multi task and meet deadlines in high stress situations
- A solid knowledge of The Chamber of Commerce and Port Hope business community is essential
- Proficient knowledge of Microsoft Office programs including Word, Excel, PowerPoint, Publisher
- Experience with graphic design and social media required.

Applications will ONLY be accepted via email at

[chamberofficecoordinator@gmail.com](mailto:chamberofficecoordinator@gmail.com)

Deadline for application is December 1<sup>st</sup>, 2018.

Only those selected for an interview will be contacted.