

ADMINISTRATIVE COORDINATOR

The Tucson Metro Chamber is a membership-based business advocacy and community development organization whose mission is to champion an environment where business thrives, and our community prospers. The Tucson Metro Chamber is looking for a friendly, customer-focused and detail-oriented individual who wants to help advance Chamber operations and support the growth of the business community.

JOB DESCRIPTION:

Under minimal supervision, the Administrative Coordinator is responsible for supporting a variety of Chamber departments including the Special Projects, Finance and Operations teams with administrative and clerical tasks, day-to-day operations and is responsible for providing exceptional customer service.

RESPONSIBILITIES:

- Provide general administrative support to Chamber departments including duties such as copying, scanning, filing and mailings as necessary
- Perform opening and closing procedures for Chamber office
- Greet and direct visitors to various departments and meetings in the Chamber
- Provide support to Chamber members and visitors
- Handle all community and Chamber related inquiries of a general nature while maintaining a courteous, respectful, knowledgeable manner. Direct technical and specific inquiries to appropriate Chamber department or appropriate agency/association
- Answer and screen incoming calls. Handle all telephone inquiries of a general nature; direct technical and specific inquiries to appropriate Chamber departments or appropriate agency/association
- Respond to mail and email inquiries of a general nature directed to the Chamber; direct technical or specific inquiries to appropriate Chamber department or appropriate agency/association
- Maintain adequate inventory of materials and literature to enable appropriate response to inquiries
- Handle sale of items available from front desk; maintain inventory of items
- Maintain schedule of meetings and meeting rooms
- Perform data entry
- Support events logistics, both internal and external events
- Other duties and special projects as assigned

REPORTING RELATIONSHIP:

- Director of Operations

SKILLS & ABILITIES:

- Strong administrative skills, organization and time management skills required
- Computer literacy, proficient in Microsoft Office programs: Word, Excel, Outlook, experience in database management
- Ability to multi-task with high attention to detail and superb accuracy in a fast-paced environment
- Requires excellent communication skills, including written, oral, and listening
- Well-developed interpersonal skills with ability to effectively provide information, interact and collaborate with people of diverse backgrounds and interests
- Ability to work independently with minimal supervision; exercise initiative, judgment and problem-solving skills to set priorities and complete work, and make decisions based on solid analysis and interpretation
- Maintain a customer-focused, friendly and professional manner in person and on the telephone.
- Display a high degree of tact and diplomacy and be able to maintain self-control under stressful situations and deadlines without exhibiting negative behaviors
- Professional demeanor and presentation of self through appropriate appearance and grooming, and interactions with members and the greater community
- Ability to foster the Chamber's values of integrity, credibility and commitment to the mission of the Tucson Metro Chamber

MINIMUM QUALIFICATIONS:

- High School Diploma
- 3 years administrative experience in an office environment
- Ability to be prompt and arrive to work on time daily, as this position opens the Chamber for the day
- Ability to work with and process confidential information with discretion and sensitivity
- Capable of working flexible hours
- Must have/maintain dependable transportation

PREFERRED QUALIFICATIONS:

- Bilingual English/Spanish preferred
- Experience in Social Media management a plus
- Knowledge of WordPress, project management tools such as Basecamp
- Experience working in QuickBooks, Constant Contact

COMPENSATION:

Full Time, Hourly, Non-Exempt, M-F, 8:00 am – 5:00 pm. Rate of pay DOE. The Tucson Metro Chamber also offers a robust benefit program after 90 days including Medical, Dental, Vision, Short Term Disability, Long Term Disability and Life Insurances. 401K with company match also offered.



HOW TO APPLY:

Please send your resume, cover letter and list of three references to resumes@tucsonchamber.org. No phone calls will be accepted, and incomplete applications will not be reviewed. Position open until filled.

FURTHER INFORMATION:

The Tucson Metro Chamber maintains a policy of nondiscrimination with regard to all employees and applicants for employment. No aspect of employment at the Chamber will be influenced in any manner by race, color, religion, sex, age, national origin, disability, genetic information, veteran status or past, present, or future application for or membership in a Uniformed Service or any other classification protected by applicable federal, state or local law. All decisions made with respect to recruiting, hiring and promotions for all job classifications will be made solely on the basis of individual qualifications related to the requirements of the position and the needs of the Chamber.

The Tucson Metro Chamber is committed to maintaining a drug-free workplace to maintain safe, healthy, and efficient operations, and to protect the safety and security of the employees, facilities and property of the Chamber. As such, the results of a pre-employment drug test may weigh on being hired or retained as an employee of the Tucson Metro Chamber.

Find out more at - TucsonChamber.org.