

BARRHEAD CHAMBER EMPLOYMENT OPPORTUNITY

ADMINISTRATIVE ASSISTANT

Term One Year

25 to 35 Hours Monthly

Duties include:

Promote Local Business

Membership Recruitment

Invoicing – including preparation of invoices, distribution of invoices, following up with unpaid invoices

Meetings

Order lunch

Manage lunch budget

Arrange speakers

Send engaging emails to members, including graphics for speaker

Keep and distribute detailed meeting minutes

Miscellaneous

Approach businesses to join the chamber

Letter writing

Formal Emails

Maintaining membership list

Prepare and collect bids for projects and events

Pick up mail weekly, open and review

Complete all paperwork for insurance and registration as required

Organize ad for paper

For more information contact: barrheadchamberoffice@gmail.com

Closing date:

