

North Vancouver Chamber

Office Operations & Events Assistant - Position Profile

The North Vancouver Chamber (www.nvchamber.ca) is seeking a hardworking and energetic *Office Operations & Events Assistant* to join our team in the heart of the Shipyards District. At the North Vancouver Chamber, we help businesses and employers from across North Vancouver. We support and connect the business community and give them a voice on issues and help them navigate the complexities of running a business.

This is an opportunity for you to develop your administrative skills and meet many business leaders and key contributors from our community. You will gain awareness of the successes and challenges of local business owners, entrepreneurs, non-profit leaders, municipal staff, elected officials and citizens of North Vancouver.

Terms:

- Duration: 6-month contract. This temporary appointment may result in a permanent position
- Part time: 30 hours per week – Monday thru Friday, some flexibility available
- Compensation: Hourly, \$16 - \$20, depending on experience
- Location: We are people focused so you will be required to work from our office

The Role:

- Provide a wide range of administrative support as directed by our Office Lead
- Assist us with business, membership and other enquiries in person and on the phone
- Help our Membership Engagement & Events Manager with the coordination and implementation of NV Chamber events including event preparation, administration, and other event elements as needed
- Become familiar with local community leaders and member businesses, and provide community information
- Assist in NV Chamber communication through website and social media platforms as required
- There may be a range of other duties that fit within the regular, smooth running of our office.

Skills & Personality

This role requires:

- Experience in one or more of the following: office administration, customer service, member-based organizations, and/or communications
- Proficiency in MS Office applications (Word, Excel, and PowerPoint)
- Strong, clear and professional written and verbal communication skills
- Ability to engage effectively with a wide range of people and personalities
- Organisation and a strong attention to detail

- Social media and design software skills would be helpful, though not required
- Additional language skills are always an asset
- An entrepreneurial spirit or experience is an asset

Application Details:

- **Application Deadline: Posting is open until position is filled**
- If interested, please forward a copy of your cover letter and resume via email to hr@nvchamber.ca ; noting “*Office Operations & Events Assistant*” in the subject line
- No phone calls or personnel agencies please. We thank all applicants for their interest, however, only those selected for an interview will be contacted

