

## Administrative Assistant - Summer

The North Vancouver Chamber seeks a full-time Administrative Assistant for the 2024 summer season. We are a not-for-profit, membership-based organization dedicated to supporting local businesses in the North Vancouver community. We encourage a healthy business climate by providing valuable support, connecting them to resources in support of a healthy employment and business climate.

If you'd like to gain experience working with the Chamber and supporting a wide range of businesses in North Vancouver, we'd really like to hear from you.

### Requirements

- Candidates must have customer service skills, business intuition, communication skills, attention to detail, and analytical skills.
- Candidates must be proficient in MS Word, Excel, PowerPoint and Adobe suite.
- The candidate must be flexible and able to work in a team or individually.
- Be between 15 and 30 years of age at the start of the employment period;
- Be a Canadian citizens, permanent residents or persons to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment and,
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

### Duties & Responsibilities

- Assist and support general office duties such as:
  - business enquiries in person and on the phone, promote local business services and provide North Vancouver community information
  - Provide administrative support to the NV Chamber team
  - Assist with the coordination and implementation of NV Chamber events
  - Set up project records and filing systems
- Communications:
  - Prepare correspondence related to projects
  - Assist in preparing reports and reviewing internal data
  - Research and analyze information for various projects as directed

We are seeking a candidate who can commit to working 35hrs/week between 9 am - 5 pm for an 8-week period between June 10 - August 30. Flexibility is a must as there may be event timing requirements outside these core hours.

Please apply and indicate your availability and flexibility for the specified period in your cover letter. We are committed to creating a flexible and inclusive work environment to support our employees' needs.

Pay: \$17.50 per hour.

**Resumes with a Cover Letter are to be submitted to our HR team no later than 5:00pm, May 22, 2024 at [hr@nvchamber.ca](mailto:hr@nvchamber.ca)**