



## JOB DESCRIPTION

### **Executive Assistant**

**The Position:** The Executive Assistant position is multi-faceted and has as its primary role to make it possible for the Board, CEO, and Chamber teammates to function effectively and efficiently.

#### **Executive Assistant Overview:**

The Executive Assistant is the first point of contact for visitors to the office and a key team member for setting the ambience and tone and the quality and efficiency of the work that initiates from and processes through the office.

This position supports the activities of the Board and staff team, as well as, consultants and advisors engaged by the Chamber to support major projects.

The position reports directly to the Chief Executive Officer.

#### **Job Responsibilities include, but not limited to:**

- Oversee, coordinate and carry out all administrative duties, office operations, services, procedures and workflow, and improve as necessary.
- Demonstrate consistent excellence in customer service.
- Be adept at multitasking, managing multiple calendars, changing deadlines and interacting with a diverse group of community members, local politicians, professionals and consultants from various industries.
- Support the elected Board of Directors, Committee Members and consultants including communications and meeting scheduling.
- Assist CEO with meeting scheduling, conference registration, written and oral communications with Board and committee members, colleagues, and professional partners.
- Maintain office supplies and operate office equipment including phones, copier/scanner/printer, laptop and projector.
- Intermediate or better experience with software including Microsoft Office Suite, internet browsers, WordPress, Google Docs, database, and QuickBooks a plus
- Support Accounting activities such as processing bank statements, bank deposits, invoice management, maintaining vendor files and all related accounting activities in adherence to the Internal Control Policy.
- Support Community Outreach activities with event and meeting scheduling and setup, community communications, and website updates.
- Maintain documents, correspondence and meeting minutes.
- Serve as primary point of contact for members and vendors serving the Chamber properties which includes processing payments, maintaining member relations and communications, complaints, and managing service vendor contracts.

- This position is part time (25 hours) with flexible hours to be determined by CEO and Admin.
- Evening events occur monthly and scheduled hours may be flexed within a pay period to address community activities and meetings. The position requires hours of sitting, using a computer or telephone; and lifting small boxes not to exceed 20 pounds.
- Supporting Leadership Program, as needed, with administrative tasks.
- This position could grow into a full-time position.

### **Desired Skills and Experience**

- Experience working for, or with government/public agencies in California.
- Office equipment skills such as copier, scanner, laptop & projector, and computer programs such as Microsoft Outlook, PowerPoint, Word, Excel and Adobe.
- Knowledge or familiarity with legal contracts, financial documents, by laws, and desktop computer support helpful but not required.
- Passion for contributing to the health of the community.
- Ability to keep confidentiality, a professional appearance, and a helpful attitude
- Be able to work with a wide variety of contacts from members of the public to community & political leaders.
- The ideal candidate has experience as an Executive Assistant

### **Key Competencies:**

- Excellent communication skills
- Ability to read, write and understand English
- Perform Basic Math
- Problem analysis and assessment
- Judgment and problem-solving
- Planning and organizing
- Effective time management
- Attention to detail and high level of accuracy
- Information gathering and monitoring
- Initiative
- Integrity
- Adaptability
- Teamwork and collaboration
- Physical Requirements such as ability to lift and carry boxes, sit at a computer station.
- People Skills - Team player, good listener, and Forward thinking

### **Education and Experience:**

High school diploma or equivalent required. College degree or professional training in a related field preferred. Two years or more of comparable experience required, preferably in a business environment

### **About this Company**

The San Mateo Chamber of Commerce is a 501(c)(6) organization which serves; community, business, and government

Send resume and cover letter to Cheryl Angeles, President & CEO at [cheryl@sanmateochamber.org](mailto:cheryl@sanmateochamber.org).