

Position Description:**Terms:** Full Time / non-exempt**Department:** Supports Chamber VP's for Multiple Departments**Location:** 300 N Broadway, Ste 3A**Reports To:** Vice President of Growth and Talent

Our Administrative Assistant will work with a dynamic and fast paced Chamber team, directly supporting Chamber Vice Presidents working in all areas of our business, driving Growth, Talent and Impact for our community. In this role the administrative assistant will work collaboratively every day with leaders and colleagues to support the administrative needs of the organization. This work involves daily in person and virtual interactions, positively representing the Chamber with team members, community members, stakeholders, clients, and external partners, who are all critical to our work across Greater Green Bay.

Primary Responsibilities**Direct Administrative Support to VP's includes:**

- Serve as the first point of contact, greeting visitors and managing incoming calls and correspondence
- Manage calendars, schedule meetings, and coordinate logistics for leaders
- Monitor, respond to, and draft emails in alignment with leadership preferences
- Communicate regularly with board members, stakeholders, vendors and external partners
- Prepare expense reports, invoices, and assist with basic financial tracking
- Coordinate meetings including agendas, materials, note-taking, and follow-ups
- Maintain organized records, files, and contact databases
- Support Chamber events, including on-site coordination
- Assist in preparing presentations and meeting materials
- Handle confidential information with professionalism and discretion
- Plan and support team-building activities that promote engagement, collaboration, and a positive workplace
- Other duties as assigned

Additional Office Responsibilities includes:

- Support daily office opening and closing procedures
- Serve as a point of contact for general inquiries via phone, email, and in-person; route messages appropriately
- Monitor and maintain office supply inventory, coordinate ordering when needed
- Assist with mail, deliveries, and basic office coordination tasks
- Assisting with receiving and responding to Chamber phone calls, inquiries, emails etc.
- Assist with mail, deliveries, and basic office coordination tasks
- Other duties as assigned

Education, Experience & Qualifications:

- Associate degree or equivalent working experience in an administrative role
- Must be able to present a strong professional presence with multiple audiences, with people at all levels
- Demonstrated excellence in written and oral communication
- Must have strong organizational, multi-tasking and time management skills
- Ability to work both independently and as part of a team
- Must demonstrate ability to maintain confidentiality and handle time sensitive information
- Desire and capacity to work in a fast-paced environment
- Proficiency with office/business tools such as Outlook, SharePoint, Microsoft Office, PowerPoint, CRM systems and more
- The ability to travel locally to events, meetings, our other offices etc.