



The Cornwall & Area Chamber of Commerce

The Cornwall and Area Chamber of Commerce is seeking a part- time Administrative Assistant. Do you have ambition, talent and a passion for supporting local business?

Job summary: The Administration Assistant will support the day-to-day operations of the Cornwall and Area Chamber of Commerce by providing professional clerical and administrative support as needed.

Qualifications:

- Proficient with MS Office application programs, including but not limited to (MS Word, Excel, Outlook and Power Point)
- Excellent communication, interpersonal and customer service skills.
- Ability to work autonomously and as part of a team.
- Strong organizational skills
- Excellent written and verbal communication skills in both English and Fresh is considered an asset.
- Ability to analyze, interpret and input data
- Knowledge of social media platforms.
- Efficient in social media content creation

Personal Suitability

- Flexibility
- Accurate
- Team player
- Excellent oral communication
- Excellent written communication
- Client focus
- Reliability
- Organized

Work Conditions and Physical Capabilities

- Fast-paced environment
- Work under pressure
- Repetitive tasks
- Attention to detail
- Combination of sitting, standing, walking
- Tight deadlines

A valid driver's license is preferable.

We are committed to promoting an accessible work environment where all employees and candidates feel respected. We support the principles of adaptation in the workplace. If you need workplace accommodation during any stage of the recruitment process or anytime thereafter, please notify us.

Schedule:

- 20 to 25 hours a week
- Monday to Thursday

Salary:

- \$18.00 to \$20 per/hr

Education/ Experience:

- post-secondary diploma in business administration or equivalent experience.

Language: both English/French (preferred)

Please send your Resume and Cover Letter to bero@cornwallchamber.com

Deadline to apply is August 2, 2022

Only those selected for an interview will be contacted.