



## ***Join one of Canada's most dynamic Chambers***

### **Office Assistant**

The Office Assistant will support the daily activities of the Chamber with responsibilities and tasks related to reception, membership services, events and facilities management as well as other tasks and projects as assigned. The Office Assistant reports to the Manager of Administration who will direct the work in these areas. This position will also provide clerical assistance in the finance department for the processing of accounts payable and receivable.

#### ***Job Requirements:***

- Introductory accounting courses
- 2 to 3 years accounts, collections, accounting experience
- Proficiency in Word, Excel, Microsoft Office, accounting software, experience in IRM or similar association management software is an asset
- Excellent oral and written communication skills
- Attention to detail and accuracy
- Excellent customer service skills
- Excellent organizational and problem-solving skills
- Ability to meet deadlines (multi-tasking, multiple deadlines)

#### ***Specific Accountabilities***

- Support the membership services area by organizing and compiling sales and membership packages and communication pieces
- Assisting with the updating and maintenance of the membership database
- Receptionist duties as required
- Back-up to the Manager of Administration for providing support to the President and CEO
- Assist the Manager, Finance with year-end audit file preparation, monthly accounts reporting and accounting
- Process monthly payments
- Other duties as agreed

#### ***To Apply:***

Please send a cover letter and resume to  
Greater KW Chamber of Commerce  
80 Queen Street North, Kitchener, ON N2H 6L4  
Attention: Recruitment

Or via email to [admin@greaterkwchamber.com](mailto:admin@greaterkwchamber.com)

**Deadline for applications is October 2, 2009.**

Only those invited for an interview will be contacted. Thank you.