

Job Description

Position: Office Assistant (35 hours week)

Reports to: President and CEO

About Us:

The Chamber is where San Mateo County organizations, businesses, and communities come together to create a brighter future. Through events, advocacy, and opportunities to connect, we ensure business voices are heard, diverse perspectives are shared, and leadership is fostered. Chamber San Mateo County is a private, non-profit membership-based organization including business, education and non-profits, educational institutions, and public officials. A 40-member Board of Directors sets its policy.

About the Opportunity:

Chamber San Mateo County is seeking an Office Assistant who will be responsible for general clerical, reception, and committee meeting preparations as well as project-based work, special events, programs, and other activities assigned.

Reporting to and supporting the Chamber's President and CEO, the successful candidate will have a proven track record of managing multiple administrative duties, maintaining a professional and supportive environment, and possess strong written and oral communication skills.

The successful candidate will have strong experience in Microsoft Office, Quick Books, Email Database Management experience preferred. Knowledge of Adobe Suite helpful.

The position requires a strong sense of teamwork with the ability to work both independently and as part of a team, which includes large numbers of volunteers and the public. Ability to prioritize multi-task, maintain flexibility and demonstrate good judgment is necessary. An individual who is highly organized, detail oriented with familiarity, of San Mateo County will be successful in this role.

Candidate must have ability to travel throughout the Peninsula and other venues and locations on occasion.

This is an at will position, reporting to the CEO. Candidate must pass background check.

Education:

Minimum 3 years of office experience. High School diploma or equivalent
Experience with Office, Email, etc. Working with boards, CEO, and the public highly desirable.

Compensation and Benefits

This Position is full time non-exempt, at will position. Hourly between \$30-\$35 based on experience, plus health insurance benefits and retirement plan. Generous vacation package including one week in December for Holiday Shutdown.

To Apply: Please email cover letter and resume to jobs@chambersmc.org