



Job Description – Office Administrator

Overview

We are seeking a highly organized and detail-oriented Office Administrator to support daily operations and ensure the smooth functioning of our workplace. The ideal candidate is proactive, reliable, and skilled at multitasking in a fast-paced environment.

Reporting Structure

The Office Administrator reports to the Executive Director

Key Working Relationships

Internal – including but not limited to

- 1) Executive Director
- 2) Other Chamber Team members
 - a. Member & Events Coordinator
 - b. Office Manager

External – including but not limited to

- 1) Members
- 2) General Public
- 3) Tenants
- 4) Bookkeeper Contractor

Position Summary

This position is a full-time position, 37.5 hours per week

Key Responsibilities

Administrative Support

- Manage incoming and outgoing correspondence (emails, phone calls, and mail)
- Schedule meetings, appointments, and maintain departmental calendars
- Prepare and edit documents, presentations, and reports
- Maintain organized filing systems—both physical and digital

Office Management

- Monitor and order office supplies and equipment
- Coordinate office maintenance and repairs
- Ensure office areas remain clean, organized, and efficient
- Oversee office access, keys, and security procedures

Finance & Recordkeeping

- Process invoices, receipts, and expense reports
- Assist with budgeting and financial tracking
- Maintain accurate records, logs, and documentation

Human Resources Support

- Assist with employee onboarding and offboarding
- Maintain personnel files and HR-related documents
- Coordinate staff training sessions, meetings, and company events

Communication & Coordination

- Serve as a point of contact for staff, visitors, and external partners
- Communicate internal announcements and updates
- Coordinate travel arrangements, accommodations, and itineraries

Project & Event Assistance

- Support internal projects and company initiatives
- Help organize staff events, meetings, and celebrations

Data Entry & CRM Maintenance

- Record Maintenance

Qualifications

- Proven experience in office administration or similar role
- Strong organizational and time-management skills
- Excellent written and verbal communication abilities
- Proficiency with office software (Microsoft Office, Zoom)
- Ability to multitask and work independently
- Professional demeanor and customer service mindset

Preferred Skills

- Experience with basic bookkeeping or accounting software
- Familiarity with HR processes and systems

Work Environment

- Standard office setting with collaborative and independent tasks
- Occasional lifting of office supplies or equipment
- Onsite Monday – Friday from 8:30am – 4:30pm

Regular Hours

37.5 hours per week

Irregular Hours

Some infrequent occasions for special events outside regular business hours will be required at the request of the Executive Director.

Educational Requirements

- 1) Office Administration Program or equivalent
- 2) Experience with bookkeeping an asset

Preferred Qualifications and Attributes

- 1) Previous experience with CRM
- 2) Minimum of 3 years experience in office environment
- 3) Experience with Inventory Control and Supply Management
- 5) Experience with software
 - a. Microsoft Office
 - b. Eventbrite

Other Skill Requirements

- 1) Valid Class 5 BC Driver's license and use of personal vehicle is required.

Compensation

Hourly rate \$25/hr, Chambers Plan employee benefits after 90 days.



Why Join Us

- Opportunity to play a key role in supporting daily operations
- Collaborative team environment
- Opportunities for professional growth
- Community minded, outcome-driven work

How to Apply

Applications are accepted via email to executivedirector@cranbrookchamber.com with resume, references and cover letter until Dec 11, 2025.