



Job Description – Office & Reception

Do you love Cranbrook? Join a team that works toward community success!

If you are a passionate community member who thrives in a dynamic work environment, this is your sign. We are doing great work here at the Chamber, and we are looking for the right team member to join us.

Overview

We are seeking a highly organized and detail-oriented team member for Office & Reception 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.

Position Summary

Full-time, 37.5 hours per week.

Reporting Structure

This position reports to the Executive Director.

Key Working Relationships

Internally, you'll be working with the Executive Director and other Chamber team members. You'll also work directly with our Chamber members, building tenants, contractors and the general public.

Key Responsibilities

Administrative Support

- Manage incoming and outgoing correspondence (emails, phone calls, and mail pickup)
- Schedule meetings, appointments, and maintain boardroom calendar
- 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 and receipts for the bookkeeper
- Maintain accurate records, logs, and documentation
- Bank deposits

Communication & Coordination

- Serve as a point of contact for staff, tenants, visitors to the building, and external partners
- Lead the Boardroom bookings & office rentals
- Coordinate travel arrangements, accommodations, and itineraries

Project & Event Assistance

- Support Chamber projects and events as required
- Help organize staff events, meetings, and celebrations

Data Entry & CRM Maintenance

- Record Maintenance

Qualifications

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

Work Environment

- Standard office setting with collaborative and independent tasks
- Occasional lifting of office supplies or equipment
- Onsite Monday – Thursday from 8:15am – 4:30pm, Friday from 8:15am – 12:45pm.



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 experience

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
- 4) Experience with bookkeeping an asset

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
- Community minded, outcome-driven work
- You'll work for an organization that strives for an even better Cranbrook!

How to Apply

Applications are accepted via email to executivedirector@cranbrookchamber.com with resume, references and cover letter until August 31, 2026.