



Executive Assistant to the CEO

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2 plus years of experience

FLSA: Non-Exempt

Reports To: CEO

Status: Full Time (40+ hours)

Location: Downtown, Columbus

Overview:

The Ohio Chamber of Commerce is a champion for Ohio businesses so that our state enjoys economic growth and prosperity. We have been Ohio's premier business advocate since 1893. This position reports to the Ohio Chamber's President & CEO while providing administrative and accounting support, as well as event planning.

Duties & Responsibilities:

- Assist the President & CEO in their day-to-day tasks, including maintaining their calendar, coordinating time with staff as needed, and providing support.
- Enter membership payments on a daily basis, recording in the membership database, following up on any errors or incorrect payments, and ensuring accurate deposits/recordkeeping. Prepare reporting to distribute to membership and accounting.
- Complete monthly membership renewal invoicing.
- Complete monthly past due reminders for members who are delinquent in their payment status.
- Work with the membership department to update the membership database for new members, including assisting in new member packets or welcome letters.
- Maintain integrity of the membership database, making updates based on notifications received from members and updating information as received within the database.
- Provide sales links and other information to the membership personnel upon request.
- Responsible for all mailings leaving the Chamber and any related postage reporting.

- Assist the VP, Administration with general office management, including copier machine, building issues, general staff inquiries, maintaining water/soda/coffee supplies, and other items as they arise.
- Primary contact and coordinator for the Annual Meeting, including assisting with planning, securing the speaker, facilitating all contracts and scheduling, coordinating staff on the day of the event, etc.
- Assist with similar duties as Annual Meeting for the biennial Policy Conference.
- Assist in coordination of internal meetings, committee meetings and other general activities of Chamber staff, including winter and summer staff parties, social events, etc.
- Assist with other duties as needed, including greeting meeting guests, distributing mail, etc.

Required Qualifications:

- Bachelor's degree from four-year college or university, or equivalent.
- Minimum one-year related experience.
- Database knowledge and understanding is preferred.
- Ability to learn quickly, trouble-shoot as needed, and assist however necessary.
- Effective relationship-building and collaboration skills.
- Ability to work effectively under deadlines, with multiple tasks, and with individuals of all levels within the organization, with professional demeanor.
- Uncompromising ethics and integrity.