



OFFICE MANAGER JOB DESCRIPTION

Position:	Office Manager
Reports to:	President/CEO
Direct Reports:	None
Classification:	Salary
Job Location:	Office Environment with time at events & other locations on occasion

The Office Manager provides a variety of support to the President/CEO for Chamber initiatives including managing invoicing of members, answering phones, greeting visitors, event support, communications, confidential matters and general office support.

This position is salary and reports directly to the President/CEO. This position is 40 hours per week and is required to work during office hours Monday – Thursday 8:15am – 5:15pm (with a one-hour lunch break) and Friday 8:30am – 12:30pm.

Requirements:

- Experience working in an office/professional environment
- Collaborative and energetic
- Excellent verbal communication skills
- Must feel comfortable following up with all billing matters, including past due invoices
- Ability to simultaneously juggle multiple tasks
- Well-organized with keen attention to detail
- Excellent writing and communication skills
- Takes initiative, highly organized, good follow through
- Ability to operate autonomously with minimal supervision
- Must be proficient with Office, including Word, Excel, Outlook and familiarity with PC or Apple Operating Systems
- Experience with Constant Contact, Canva and QuickBooks a plus
- Using online tutorials, work to become a proficient user of Chamber Nation software

Responsibilities may include but not limited to the following:

Financial Management Support:

- Generate member invoices and provide timely follow-up via phone or email if bill is unpaid
- Process bill payments and enter monthly financials in QuickBooks

Events:

The Office Manager provides administrative support in the planning, implementation and follow-up for all Chamber and Chamber planned Community events.

Specifically:

- Answer phone inquiries and direct calls as necessary.
- Assist with planning events by managing event calendar on website and Chamber Nation registration, organizing RSVPs, sending reminders, creating and printing name tags, and sending post event surveys as appropriate.
- Prepare and help with the distribution and preparation of materials needed for the event such as emails, invitations, fliers and tickets as needed.
- Solicit feedback on the event through survey tool.
- Send thank you notes and follow up on unpaid sponsors in a timely fashion.
- Assist in soliciting sponsorships and event volunteers and participation.
- Assist in set up, execution and tear down at designated Chamber and Community events. (As agreed upon by President/CEO and Manager)
- Assist with preparing Vendor Information for Oklahoma Tax Commission submissions as required by event.

Membership:

- Input new members into Chamber Nation.
- Arranging speakers and ordering meals as needed for membership programs and meetings.
- Assist with recruiting and retaining members by answering questions and by responding to members' questions and assembling welcome materials.
- Create reports for membership, attendance, sponsorships etc.
- Send thank you notes to new members and follow up on unpaid memberships/renewals in a timely fashion.
- Ensure all new members' profiles are inputted correctly into the Membership Directory in a timely fashion and follow up for missing information.
- Update the membership accounts online and reach out to members and encourage participation.
- Encourage members to utilize Chamber Nation software to post job openings, events and promotions.
- Assist in communication and scheduling including but not limited to programs and member support

Office Support:

- Track and maintain office supplies inventory
- General mail responsibilities
- Answer phone calls during business hours
- Greet visitors
- Respond to general questions from Contact Us on Website/monitor and forward info emails to appropriate staff
- Record minutes at staff and board meetings
- Support operations by assisting and collaborating with other staff as needed (President/CEO, Marketing Manager & Engagement Manager)

Submit resume, cover letter and three references to angie.duntz@jenkschamber.com or by mail at PO BOX 902 Jenks, OK 74037. Applications will be reviewed until the position is filled.