



## **Executive Officer**

The Coffs Harbour Chamber of Commerce has a vacancy for an Executive Officer, part time (32 hours per week).

The successful applicant will undertake administration and management functions within the Chamber Office and provide support to the President, Chamber Committee and Chamber members.

Key responsibilities will include:

- Prepare, organize and attend Committee and Chamber meetings
- Facilitate & maintain sound financial records including income & expenditure within budget
- Co ordinate functions/events for various chamber committees, including monthly chamber breakfasts
- Secure sponsorship for events as required
- Maintain office filing systems & record keeping, policy procedure development implementation and review

Applicants should be extremely customer service focused, computer literate in MS Word, Excel, MYOB, Access and Outlook and have a high level of communication skills. A minimum of 5 years experience in a similar role and or marketing or event management experience is essential.

Your application must address the essential requirements outlined in the position description, downloadable from [www.coffschamber.com.au](http://www.coffschamber.com.au) together with a completed application cover sheet.

Applications Close 30 January 2010