



Administrative Operations Manager

Job Description

The Administrative Operations Manager for the Ontario County Chamber of Commerce is responsible for administrative and operational support to the Chamber team and Chamber Committee Members. The position requires independent judgement skills and attention to detail, the ability to multi-task throughout various ongoing events and programs and provide exceptional office management to include business and financial record keeping and website management.

General Responsibilities:

Responsible for managing Chamber business and administrative duties:

Operations:

- Provide support to all Chamber events and programs to include timeline creation with deadlines and invitations to stakeholders. Events and programs include, but are not limited to, the Annual Dinner, Monthly Mixers, Chamber University, Legislative Events, Leadership Ontario, and business ribbon cuttings.
- Work with the Chamber team to create the yearly event/program calendar and sponsorship guide.
- Work with the Chamber team to identify and secure sponsorships for events and programs and ensure sponsorship deliverables; solicit donations for raffles and silent auctions as needed.
- Work with the Chamber President & CEO to create effective internal systems to ensure sustainable growth for the organization.

Administrative:

- Provide general administrative support, to include answering the phone, opening and closing the office, greeting guests in a professional manner, etc.
- Order office supplies and manage office equipment.
- Maintain computer and manual filing systems.
- Responsible for coordinating event logistics including planning, execution, post-event follow-up, management of program budget, invoicing and payment processing, and financial tracking.
- Manage event committees including coordination of scheduling, agendas, and meeting minutes.
- Maintain and update Chamber website as it relates to member programs and events.
- Assist Chamber members with Chamber conference room rentals.



- Manage financials: weekly accounts receivable; accounts payable; monthly billing; invoicing, etc.
- Manage contracted services to ensure quality services are acquired at competitive rates (ex: QuickBooks, office equipment, etc.)
- Serve as staff liaison for CMAC customer service responsibilities.

Education and Experience:

- Associate's degree or higher, or equivalent administrative office and operations experience.

Skills Required:

- Well-developed written and verbal communication skills
- Proficiency in Microsoft 365 (Outlook, Word, Excel) with the ability to learn new applications and software such as ChamberMaster, Canva, etc.
- Ability to manage concurrent tasks and details for events, set priorities, and shift accordingly
- Highly organized with attention to detail
- Experience with Quickbooks is preferred
- Demonstrated ability to work independently and be self-motivated
- Valid driver's license and reliable transportation

Benefits:

- 401k (match)
- Health and dental insurance offered
- Paid time off

Schedule:

- 30 – 35 hours per week
- Hourly
- \$21-\$23 per hour (based on experience)
- Day shift
- Monday to Friday (with occasional evening or weekend events throughout the year)
- Occasional travel to include local meetings

To Apply:

Email Tracey Dello Stritto at Tracey@onchamber.com with a cover letter and resume.