



July 31, 2025

Kamloops & District Chamber of Commerce | Roles & Responsibilities

Administrative Assistant

Permanent part-time position

20 hours per week with some opportunity to work up to 25 hours per week.

General Accountability

The Administrative Assistant is responsible for serving as the front line of the Kamloops Chamber office. You are the first point of contact for all inquiries at the office. This role is an in-person role and is expected to be in office for the duration of the shift. Our office is located at 615 Victoria Street in Kamloops.

Organization and Structure

The Administrative Assistant will work under the guidance of the Executive Director and will assist all other team members as required.

Specific Responsibilities

General Administration

- Welcome visitors in a warm and friendly manner, and answer any questions visitors may have.
- Open, sort and action incoming electronic, paper and other communication, ensuring action items are routed to appropriate team members.
- Prepare and send out mail in a timely manner, ensuring invoices, payments and receipts are sent out immediately.
- Work with, use and maintain GlueUp our Client Relationship Management (CRM) database, ensuring accuracy is maintained.
- Provide administrative support for special projects and events, including the Chamber Golf Tournament, Business Excellence Awards and any other events. This role will not attend Chamber events but will support the administrative duties to execute the events.

Communication

- Answer phones promptly, in an upbeat, positive manner.
- Respond to all public enquiries in a positive and timely manner.
- Take messages and make appointments for team members.
- Greet stakeholders, board members, the public and partners in a manner that creates a positive impression of the Chamber.



KAMLOOPS & DISTRICT
CHAMBER OF COMMERCE

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Financial Administration

- Serve as first point of contact for any payments coming into the Chamber and accurately accept payments daily.
- Send monthly accounts receivable notices and phone calls on behalf of the Chamber.
- Support weekly deposits.

Office Administration

- Maintain office and Boardroom areas in a clean and tidy manner at all times.
- Coordinate Boardroom bookings and plan for team to flip and clean the room.
- Operate standard office equipment on regular basis, training to be provided on the job.

Merchandise Assistant

- Receive and prepare merchandise orders.
- Contact purchasers for pick up of merchandise.
- Accurately collect payment for merchandise from walk-in purchasers.

Other

- Other duties as required.

To apply:

Send your resume and cover letter by Friday, Aug 15 at 4:00pm to:

Acacia Pangilinan, Executive Director

E: acacia@kamloopschamber.ca