

Administrative Manager**Terms:** Part time (25-29 hours per week)**Location:** 300 N Broadway, Ste 3A**Reports To:** Vice President of Administration

About Us: Established in 1882, the Greater Green Bay Chamber's mission is to strengthen member businesses, enhance economic and workforce development, and improve the quality of life in our community and region.

About the Role: The Administrative Manager reports directly to the Vice President of Administration. This individual will provide administrative support for members of the leadership team and oversee office operations.

**Primary
Responsibilities:**

- Administrative Support
 - Manage the vice presidents' calendar, schedule meetings, make appointments, create daily folder, and assist with daily preparation
 - Coordinate meeting preparations and take minutes
 - Monitor emails and establish priorities
 - Assist with compiling expense reports, invoices, and submitting receipts
 - Provide support for special projects, events, and programs as necessary
 - Perform other duties as assigned
- Office Administration
 - Oversee and support all administrative duties in the office to ensure smooth office operation.
 - Manage low volume incoming calls and greet visitors, directing them to appropriate staff
 - Receive incoming courier packages and process mail daily
 - Supervise on-site office flow of functions including working with contractors on cleaning services and maintenance
 - Act as lead on staff celebrations and events
 - Identify opportunities for process and office management improvements, design and implement new systems
 - Update CRM system as needed
 - Order and manage supplies
 - Manage office opening and closing schedule
 - Perform other duties as assigned



**Education,
Experience &
Qualifications:**

- Associate degree or equivalent of same in working experience
- Proficiency in Microsoft Office Suite
- CRM database management a plus
- Demonstrated responsibility using superior judgement, diplomacy, and independence.
- Strong administrative and organizational skills and an ability to maintain balance among multiple priorities.
- Excellent communication, organizational and social skills - including demonstrated ability to work well with colleagues, volunteers and external partners.
- Ability to work independently on projects, from conception to completion with minimal support
- Demonstrated excellence in written and verbal communications with a variety of constituents.
- Ability to work successfully under pressure with sensitive and highly confidential information.