



## Job Posting

# Executive Administrative Manager

San Ysidro, CA

Compensation \$24,000 to \$36,000 annually (plus commission)

Benefits Offered Medical, Dental

Employment Type Full-Time

Reply Deadline: September 15, 2016

### **Position Overview:**

The Executive Administrative Manager (EAM) at the San Ysidro Chamber of Commerce (SYCC) is the glue that holds the organization together. The EAM is responsible for the administration of the office, membership communications, event coordination and assisting in the organization of the Executive Director's (ED) calendar.

### **Key Job Requirements:**

- Strong organizational skills
- 2+ year of experience in administrative/accounting work
- Computer literate in major software programs, including Excel, Word and social networks, such as Facebook, Twitter and Linked in. QuickBooks experience a plus!
- Excellent oral and written communication skills in English and Spanish
- Knowledge of the key issues affecting the San Diego/Baja California region.

### **Responsibilities Include:**

- Operate office equipment such as copiers, and phone systems, and use computers for spreadsheet, word processing, database management, and other applications - including, but not limited to QuickBooks, Google Contacts and Microsoft Access record-keeping applications.
- Compose, type, and distribute meeting notes, Board meeting minutes, routine correspondence, and reports as requested by Executive Director.

- Coordinate conferences, meetings and executive calendar.
- Coordinate facilities use/rentals. Keep an accurate calendar of events happening in the center and schedule accordingly. Design advertisements, flyers and promotional materials.
- Coordinate web page updates
- Other duties, as required

**IF YOU'RE INTERESTED:**

Email a cover letter and resume to Jason M-B Wells at [jwells@sansidrochamber.org](mailto:jwells@sansidrochamber.org) prior to September 15, 2016