

**Company:** River Region Chamber of Commerce

**Position Title:** Operations Manager

**Position Summary:**

Under the guidance and direction of the Executive Director, the Operations Manager maintains and coordinates the public and business activities of the Chamber. This employee is primarily responsible for the efficient operation of the office, including computer operations and maintenance and file maintenance. The person in this position is usually the first contact the public has with the Chamber. The Operations Manager is the primary contact for the office and is a key member of the team to interact with those contacting the Chamber office by answering the telephone, greeting visitors, and providing information to the inquirer. This position has a tremendous impact on the overall impression and success of the Chamber with the public and its members and is a critical role within the organization.

**Essential Job Functions include:**

- Member Engagement Development
- Community / Volunteer Engagement
- Events Coordination
- Communications
- Office Administration

**Education and Experience:**

- Bachelor's Degree in Business Administration, Management, Communications and/or Marketing is preferred. Associates Degree from a post-secondary school may be considered, or a combination of education and experience
- Minimum of 5 years Administrative / Management experience.
- Must be proficient in QuickBooks, Excel, Word, and PowerPoint.
- Non-profit experience a plus.

Additional Job details can be found via below link:

<http://www.riverregionchamber.org/jobs/info/administrative-support-clerical-operations-manager-129>

The River Region Chamber of Commerce is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Interested, qualified candidates please submit your resumes directly to [jobs@riverregionchamber.org](mailto:jobs@riverregionchamber.org).

Additional position questions can also be directed to the listed email address.

Only top qualified candidates will be contacted to engage in the interview and selection processes.