



## EXECUTIVE ADMINISTRATOR

The NWT Chamber of Commerce Office is seeking a motivated individual to promote membership growth and enhance member services by providing administrative support to the NWT Chamber of Commerce office.

The NWT Chamber of Commerce is the North's only pan-territorial voice for business, boasting representation from every region of the Northwest Territories. The Chamber works to promote and create business opportunity; to foster business development; and serves as a conduit for professional business relations between our members, territorial, national and international governments. Representing northern business since 1973, we speak for hundreds of members.

**As the Executive Administrator, you will:**

- provide general receptionist duties,
- prepare Board and committee meeting agendas, minutes and reports
- organize meetings
- book travel
- prepare and distribute correspondence, news releases and monthly newsletters
- maintain the website
- maintain the membership list and contact information
- prepare invoices
- manage accounts receivables and prepare bank deposits
- plan events and activities
- prepare funding applications

Limited travel and attendance at events and functions will be required.

The ideal candidate will have a college degree with a minimum of three to five years of progressively responsible experience or an equivalent combination of education and experience. Excellent interpersonal, organizational, communication, and computer skills are required, as are strong presentation and marketing skills. You must possess a high degree of initiative, adaptability, tact and diplomacy, and be able to work independently.

The NWT Chamber of Commerce offers a competitive salary and group benefits. **This completion closes on 4:00 pm on June 6, 2011.**

To apply for this exciting position, please forward your resumé to the President of the NWT Chamber of Commerce via fax 867-873-4174 or email [admin@nwtchamber.com](mailto:admin@nwtchamber.com)