



**County Wexford Chamber**

**Job Title:** Office & Member Services Administrator

**Location:** Wexford

**Full Time Position**

County Wexford Chamber are looking for an experienced, professional, self-motivated person with excellent communication skills. The role of the Chamber is to help create and support the best possible environment to support business development for our members and the wider business community.

**Key Responsibilities:**

- As part of our team, undertake all clerical duties such as answering phone calls, responding to emails, preparing documents, including office correspondence.
- Help and lead on the organisation of Chamber events and activities.
- Timely processing and remittance of County Wexford Shop Local Vouchers.
- The creation, update, and response through our Social Media channels.
- PR exercises of the promotion of County Wexford Chamber.
- Dealing with Chamber queries professionally, including meeting & greeting.

**Knowledge & Experience:**

- Minimum of 2 year's experience in a similar role.
- Previous experience of a CRM software is an advantage.
- Proficient computer skills, including Microsoft Suite.
- Excellent organisation and time management skills.
- Capability to prioritise and multitask and meeting deadlines.
- Excellent interpersonal & communication skills.
- Accuracy and attention to detail.
- Ability to work within a team and on own initiative .
- Ability to maintain strictest confidentiality at all times.
- Customer focused.
- Very comfortable with reporting.
- Reliability / Flexibility.
- Excellent ambassador for County Wexford Chamber, promoting the organisation and role modelling County Wexford Chamber's Values.

Please send cover letter and CV to [emma@countywexfordchamber.ie](mailto:emma@countywexfordchamber.ie)

Closing date for applications is Tuesday 2<sup>nd</sup> of August 2022.