



C a l g a r y

**Chamber of  
Commerce**

**in business together**

The Calgary Chamber of Commerce has an immediate opening for an **Administration Assistant, Events**. Part-time (20-30hrs/week during regular business hours).

**Responsibilities include, but are not limited to:**

- Validating and inputting event registrations into the database;
- Assisting with the event registration system by way of answering emails, phone calls and other inquiries;
- Updating and maintaining database;
- Other administrative duties as required.

**The Candidate:**

To be considered for this opportunity, candidates will have a high school diploma and administration experience would be an asset. This position requires a hands-on, detail-oriented individual with proven collaboration, interpersonal, customer service, written and oral communication skills. Must have ability to work successfully with minimal supervision in a fast paced, team-based environment. Computer literacy using databases, MS Word, Excel and PowerPoint and an aptitude to learn and work with new systems is required.

Please forward resume and covering letter no later than November 10, 2008 to:

Tracey Abbott  
The Calgary Chamber of Commerce  
100, 6 Avenue SW  
Calgary, AB – T2P 0P5  
Fax: (403) 750-0430  
E-mail: [tabbott@calgarychamber.com](mailto:tabbott@calgarychamber.com)

\*\*Please quote position title as subject of email.