The Chicagoland Chamber of Commerce is the region’s most dynamic and effective business-for-business member organization. By combining the power of people, with our legacy of leadership and business advocacy, we drive public policy, programs, and communications to create a dynamic economy. We focus on delivering value for our members, making Chicago a world-class place to live and work.

Office Receptionist
Job Description

Position Summary:
Reporting to the Vice President, Operations and serving as an integral member of the Administrative team, the Receptionist is responsible for working with all departments to coordinate office operations and procedures in order to ensure organizational effectiveness and provide a safe and productive operational environment for the entire staff. This role is in charge of the front desk reception function, ordering office and kitchen supplies, working with the Chamber’s headquarters’ building management, and maintaining the copier and storage room operations.

Duties and Responsibilities:

Office Receptionist:
- Function as the front desk receptionist as well as perform general office manager functions.
- Order and manage the office supplies and items used daily by staff to ensure staff and management are able to complete their jobs effectively.
- Run reports at the end of every month to accounting for billing purposes of each department.
- Manage all outgoing and incoming mail for all of the Chamber’s entities. Open mail and pull all checks received, passing checks to Accounting and distributing copies to relevant staff.
- Input daily the checks received through the mail and lockbox into the Cash Receipts Log.
- Coordinate conference room usage, and announce Chamber visitors to the building ahead of their arrival via the building’s security system.
- Arrive early and/or stay late when required to open or close the office after meetings.
- Manage and update all staff contact information, produce new phone list when changes occur.
- Stay in communication with external copier and phone companies when encountering issues.
- Report any problems within the Chamber to building management when appropriate.
- Manage stock of supplies in kitchen on a daily basis.
- Assist all departments when needed. Other duties as assigned.
Qualifications:

- Minimum of two years of college (AA) or equivalent technical education related to computer technology and information systems. BA / BS degree preferred.
- Excellent Microsoft Office skills including Outlook, Word, Excel and PowerPoint.
- Good administrative, communication (both verbal and written), and interpersonal skills.
- Ability to work with minimum direction.
- Performs duties as workload necessitates, prioritizes well.
- Maintains a positive and respectful attitude.
- Communicates regularly with supervisor about department issues.
- Demonstrates flexible and efficient time management and ability to prioritize workload.
- Willing to perform occasional overtime and/or early or late hours.
- Minimum 1 year experience working in an office / managed network environment.
- Excellent judgment and creative problem solving skills.
- Self-reliant, good problem solver, results oriented.
- Focused, proactive, highly responsive and results / goal-oriented.
- A strong work ethic and the ability to maintain confidentiality.
- Ability to interface with staff, senior management and the Chamber’s Board of Directors.
- Have a passion for the mission of the Chicagoland Chamber of Commerce.