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.

**Executive Assistant to the President’s Office**  
**Job Description**

**Position Summary:**  
The position requires a high energy, entrepreneurial, team-oriented, highly organized, multi-tasker who can support the office of the President and CEO, and enable the Chamber’s leadership and executive team to deliver measurable, cost-effective results that make our mission and growth strategy a reality. The work requires task management, project management and analysis, and use of initiative and independent judgment with frequent access to complex and confidential information.

The Executive Assistant will manage the President’s schedule; arrange appointments, travel, meetings and conference calls; and manage the input of communications into the CRM membership database. The Executive Assistant will be knowledgeable of Chamber policies and positions and is often called upon to interpret and communicate the President’s intent to others.

**Duties and Responsibilities:**
- Oversees daily operations of the President’s office including calendar and communication management.
- Maintains and promotes an organizationally efficient executive office.
- Manages, organizes and maintains calendars, emails, contacts and schedules including internal and external meeting requests.
- Plans, coordinates and ensures the President’s schedule is followed, coordinating access to the President’s time both internally and externally.
- Maintains exceptional daily communication with President, Board, members and staff.
- Under minimal supervision, performs duties in support of the business needs of the senior management team, utilizing knowledge of the Chamber’s mission and values it operates by.
- Researches, prioritizes and follows up on issues and concerns addressed to the President, helping facilitate and/or determine the appropriate course of action, referral or response.
- Works closely and effectively with the President to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately.
- Works with Chamber departments’ staff and management effectively to ensure that required tasks stemming from the President are completed on a timely basis.
• Resolves complex problems in a thorough and timely manner – requires analysis and interpretation of a variety of situations to determine an appropriate course of action.
• Works with all Chamber departments to prepare and send President’s written correspondence.
• Reviews, edits and coordinates documents for signature – types, proofreads and processes a wide variety of complex and confidential reports, letters, memoranda and email.
• Responsible for updating and maintaining the President’s contacts with members in the membership database.
• Anticipates and initiates actions regarding general office operations; handles all pertinent clerical activities and general issues and problems as appropriate.
• Works with senior team and staff to promote a positive work environment.
• Handles all travel arrangements and related expenses for the President’s office.
• Prepare timesheets and reconciles monthly credit card statements for President.
• Other duties as assigned by the President and senior management team.

Qualifications:
• Bachelor’s degree, BA or BS.
• Two years of prior administrative or office management experience.
• A strong work ethic and ability to maintain confidentiality.
• Proficient in Microsoft Windows suite software, i.e., Word, Excel, PowerPoint, etc.; CRM database utilization; smart phone technology, etc.
• Self-reliant, good problem solver, results oriented.
• Excellent oral, verbal and written communication skills.
• Ability to work non-traditional hours including early mornings and evenings.
• Passion for the Chamber’s mission and a high service level for the Board and membership.
• Must be capable of assessing a situation and taking action when necessary.
• Ability to plan, organize and prioritize workload, managing several assignments simultaneously and accurately. Must act in the President’s and Chamber’s best interest in any situation.
• Ability to work well independently and in a team environment.
• Excellent skills working as liaison to the board of directors, executive committee, Chamber staff, business executives, city officials, dignitaries, politicians, etc.