

**BOISE METRO CHAMBER OF COMMERCE
JOB DESCRIPTION**

Job Title: Operations Coordinator

Reports to: Operations Manager/Executive Liaison to the Board

Job Classification: Full-Time, non-exempt

Date Last Revised: February 18, 2021

Summary

The Operations Coordinator provides clerical and administrative support for the Operations Manager, manages the auction for the Annual Gala, and assists staff as needed.

Minimum Requirements

Bachelor's degree plus at least one year of experience in an office environment or equivalent combination of education and experience. Must be professional, dependable, and possess knowledge of Boise and the surrounding area. Requires excellent written and verbal communication, customer service skills, organizational, planning, time management, self-motivation, attention to detail, accuracy, thoroughness, and strong computer skills (Microsoft Office and customer relationship management software). Must be able to operate a multiline telephone system, sit for extended periods of time, stand and bend to file, and lift boxes weighing 30 pounds. Experience with a membership-based organization is preferred. Experience with operating IT equipment required. Requires a valid driver's license and own vehicle with insurance to travel to banks and other miscellaneous errands.

Essential Job Functions

To perform this job successfully, an individual must be qualified to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be available, upon request, to enable individuals with disabilities to perform the essential functions.

- Primarily serves as backup to Operations Manager – includes equipment maintenance (copiers, printers, kiosks, audio visual equipment), emergency management, parking, security, and other office operations related tasks.
- Manages auction for Annual Gala fundraiser.
- Assists with database management.
- Orders and maintains inventory of office and kitchen supplies; including running to Costco and other vendors to pick up supplies.
- Manages Chamber storage units.
- On a daily basis, covers the receptionist's desk during lunch to answer telephones and provide reliable information on Boise. Also serves as primary backup while receptionist is on vacation.
- Provides assistance with clerical duties and special projects as needed.
- Relieves administrative assistants of clerical and administrative work (such as filing, photocopying, memos, reports, routine correspondence, and collating), when needed.
- Assists with Chamber events registration and provides onsite support, as needed.
- Acts as a runner, when needed (office supplies, etc.).
- Reconciles daily deposit and takes to bank(s).

- Backup for updating Welcome screen in lobby and external blade sign.
- Assist CEO with member highlight newsletter project and deliver to those member organizations.
- Assists with verification forms, Weblink database updates, and maintenance.
- Assists CEO and Operations Manager as needed (including Board related tasks).

Supervisory Responsibilities

This position has no supervisory responsibilities.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; perform tasks requiring manual dexterity such as keyboarding, filing, stapling, sorting, and collating; and talk or hear. The employee frequently is required to walk and sit. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 30 pounds and frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate.

_____	_____
Employee	Date
_____	_____
Supervisor	Date
_____	_____
President & CEO	Date