

Greater Oklahoma City Chamber
Executive Assistant to the President/CEO

Organization Background:

For more than a century, the Greater Oklahoma City Chamber has been the voice of business and the visionary organization in Oklahoma City. We represent thousands of businesses of all sizes and all industries in Oklahoma City's 10-county region. The Chamber's activities are overseen by our executive committee and board of directors with input from our board of advisors, which are all made up of Oklahoma City's top business leaders.

With a staff of more than 65 employees, we support our members and the business community through economic and community development, government relations, education and workforce development initiatives, and tourism growth.

Position Description:

The Executive Assistant to the President/CEO provides support and assistance to the President/CEO in the daily operations of the organization. This position also provides support to the Chairman, Executive Committee and Board of Directors of the Chamber.

Successful candidate must be able to:

- Work with the President and Corporate Secretary/Assistant Corporate Secretary to coordinate meetings, record and maintain records (includes drafting of the meeting minutes) of the Executive Committee and Board.
- Prepare correspondence, reports and presentations as necessary for the President/CEO and disseminate timely information to the management team.
- Establish and maintain adequate records, calendar of activity and projects in process for the division.

Qualifications:

- Position requires a professional demeanor and an orientation toward customer service with exceptional relationship-building skills.
- Must have advanced computer proficiency in the Microsoft Office Suite; database knowledge is a plus.
- Excellent project management skills; detail oriented and able to work on several projects simultaneously.
- Competent, highly motivated self-starter with excellent interpersonal and English composition skills.
- Minimum of 5 years office experience reporting to the top executive.
- College degree is preferred.

Please send resume and salary requirement to hr@okcchamber.com by August 25, 2017.