



## **CHAMBER CLERK**

### **Job Description**

**(Casual Appointment : @ July 2015)**

<b>Job Title:</b>	Clerk to the MW & District Chamber of Trade - "Chamber Clerk"
<b>Report to:</b>	Chamber Spokesperson & Treasurer
<b>Job Summary:</b>	To provide secretarial, administrative and human resource support
<b>Hours/Rate:</b>	To be determined / To be negotiated

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#### **Main areas of Responsibility:**

- Draft, type and dispatch all the Chamber's correspondence
- Prepare agendas and draft minutes for all meetings
- Collect and open all mail addressed to the Chamber
- Liaise with relevant individuals, external organisations etc to arrange meetings
- Management of the Chamber's diary, calendar of events, appointments
- Help manage output, workflow and office deadlines
- Take and relay accurate and timely messages from telephone callers, and answer queries where possible
- Assist in updating the Chamber's website
- Assist in compilation of advertising materials
- Draft press releases/editorial etc, for local newspapers and magazines
- Maintain a comprehensive filing system
- Undertake some research, media relations and promotional work
- Undertake any other duties as reasonably requested by the "Officers" from time to time

#### **Skills:**

- Good typing skills- good computer literacy (MS Office); and whist knowledge of Excel, PowerPoint, shorthand and graphics; would all be useful, they are not essential
- Good organisational skills
- Good communication skills, both verbal and written
- Professional telephone manner
- Proven ability to work under some pressure and to deadlines
- Bright, confident personality
- Well presented
- Flexible and mature approach with ability to work unsupervised
- ... and that's about it – phew!

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