



Title: Part-Time Administrative Assistant

The Chicago Chinatown Chamber of Commerce is hiring a Part-Time Administrative Assistant to begin as soon as possible. Basic training will be provided. This is an hourly paid position. See below for responsibilities and qualifications.

Main Responsibilities

- Answering phone calls and inquiries
- Office administrative work including Chamber mailings, filing, sorting incoming mail, ordering office supplies, faxing, and creating documents
- Assist in special projects and events organized by the Chamber

Qualifications

- Outgoing and hospitable personality
- Strong customer service and communication skills
- Strong computer skills including proficiency with Windows and Microsoft Office (Word and Excel)
- Internet and website skills
- Good organizational skills
- Education: undergraduate degree or above, or must be currently enrolled in an undergraduate college/university program.
- Fluent in English
- Ability to speak Cantonese or Mandarin is advantageous
- Ability to write and read Chinese is a plus
- Familiarity with the Chinatown neighborhood is a plus
- Legally authorized to work in the U.S.

No Phone Calls. Please send your resume to:

Mr. Chi Can To or Ms. Man-Men Lee
Co-Executive Directors
Chicago Chinatown Chamber of Commerce
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Chicago, IL 60616
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