

EMPLOYMENT OPPORTUNITY

Office and Member Services Coordinator

Reporting to the Executive Director, the incumbent is responsible for the coordination of office administration and the delivery of member services for the Baffin Regional Chamber of Commerce (BRCC).

The incumbent manages membership records and communications, supports members in accessing Chamber services and participating in meetings and events, and prepares financial documentation for the Chamber's externally contracted accountant.

The incumbent also provides administrative and clerical support to the Executive Director, Board of Directors, and committees of the BRCC.

Closing date: March 31, 2026

To apply: Please forward your resume to admin@baffinchamber.ca



WWW.BAFFINCHAMBER.CA

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