



ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

Position: Administrative Assistant
Reports to: President & CEO
Position Type: Full-Time

About the Round Rock Chamber

The Round Rock Chamber is the economic generator for the Round Rock community. We seek to be the unified voice of the business community and drive the economic growth and prosperity in the region. The Chamber does this by acting as a catalyst for business growth, a convener of community leaders and influencers and a champion for stronger communities. By focusing on meaningful and measurable results in support of our approximately 900 investors, we are ensuring that Round Rock is the preeminent destination to live and work in Texas.

Job Summary

To effectively accomplish our mission, the Round Rock Chamber requires a courteous, organized, results-driven and conscientious professional to be our Administrative Assistant. For many of our stakeholders, this person is the “face” and “voice” of our operation as they are often the first interaction that someone has with the organization.

This critical role will support the entire Chamber office while also serving as the direct assistant to the President & CEO. The ideal candidate will possess exceptional administrative, communication, and organizational skills and embody a welcoming and customer service-oriented demeanor.

Key Responsibilities

- Serve as the first point of contact at the Chamber’s reception desk, greeting guests warmly and professionally and answering incoming calls with a customer-focused approach.
- Perform a variety of administrative tasks, including managing correspondence, preparing documents and reports, handle ingoing and outgoing mail, and assisting with day-to-day office operations.
- Coordinate and schedule meetings, book conference rooms, and set up meeting spaces, ensuring all logistical details are in place.
- Manage the President & CEO’s calendar, including scheduling appointments, coordinating travel arrangements, taking meeting notes, and monitoring emails to ensure timely responses.
- Providing ongoing administrative support to the Board of Directors including:
 - Scheduling and sending calendar invitations for monthly board, executive and finance committee meetings
 - Organizing and compiling monthly board of director meeting reports
 - Sending email correspondence to board members on behalf of the CEO on request
 - Maintaining database of board of directors contact information and roles
- Draft, proofread, and format communications, reports, and presentations as needed.
- Keep an inventory of equipment and office supplies, including the staff break room, to ensure the office is fully stocked.

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- Work cross-functionally across all departments to support the Chamber team with other duties and projects as assigned.

Job Qualifications:

- Prior experience in an administrative or executive assistant role is preferred.
- Proven reliability, punctuality, and professionalism.
- Strong oral and written communication skills, with an emphasis on customer service.
- High proficiency with the Microsoft Office suite (Outlook, Word, Excel, PowerPoint) is essential.
- Friendly and approachable demeanor with the ability to make guests and colleagues feel welcome.
- Ability to work well with volunteers, leadership and staff.
- High level of discretion and trustworthiness when handling confidential matters.

Salary & Benefits Include:

- Competitive hourly wage commensurate with experience
- Health insurance including dental and vision
- 401K retirement plan and match program
- Paid time off for vacation and sick leave
- Collaborative and friendly company culture that includes staff outings and team-building opportunities

If you believe you are the right person to help us fulfill this role, please send your resume with a letter of interest to careers@roundrockchamber.org. We will consider every applicant.