



OFFICE & ADMINISTRATIVE COORDINATOR JOB DESCRIPTION

Office & Administrative Coordinator

Reports to: President & CEO

Position Type: Full-Time

About the Round Rock Chamber

The Round Rock Chamber drives economic growth and prosperity in our community by supporting businesses, convening leaders, and championing stronger communities. We serve approximately 900 investors and strive to make Round Rock the premier destination to live and work in Texas.

Position Summary

The Office & Administrative Coordinator is the welcoming face and organizational backbone of the Chamber. This role manages front desk operations, office logistics, and administrative tasks, while providing direct support to the President & CEO and the broader Chamber team. Responsibilities include assisting with board and committee correspondence, meeting materials, and day-to-day administrative needs. The ideal candidate is organized, detail-oriented, professional, and thrives in a fast-paced, community-focused environment.

Key Responsibilities

- Greet visitors and manage the reception desk, answering calls professionally.
- Handle administrative tasks, including correspondence, documents, reports, and mail.
- Coordinate meetings and events, including room setup, catering, and technology needs.
- Manage the President & CEO's calendar, appointments, travel, and meeting notes.
- Support the Board of Directors with scheduling, reports, correspondence, and contact records.
- Draft, proofread, and format communications, reports, and presentations.
- Maintain office and break room supplies, ensuring equipment and materials are stocked.

Qualifications

- Prior administrative or executive assistant experience preferred.
- Strong organization, communication, and customer service skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Friendly, approachable demeanor and ability to work with staff, leadership, and volunteers.
- High level of discretion and professionalism handling confidential information.

Salary & Benefits

- Competitive pay based on experience

- Health insurance including dental and vision
- 401(k) retirement plan with match
- Paid vacation and sick leave
- Collaborative, team-oriented work culture with staff outings and team-building events

Please submit your resume and statement of interest in the position to careers@roundrockchamber.org.