



metrochamber

SACRAMENTO METROPOLITAN
CHAMBER OF COMMERCE

Sacramento Metro Chamber

Appointment Scheduler (Temporary Position)

Reports to: Public Policy Administrator
F.L.S.A.: Hourly, Non-Exempt
Last Revised: 10/27/17

Function: This is an hourly non-exempt temporary position from February through April to assist in scheduling and confirming over 300 lobbying appointments with congressional, committee and administration officials.

Requirements: Individual must possess a college degree or equivalent work-related experience, and at least one to two years previous work experience scheduling appointments and data entry. Must possess Microsoft software to include (Word, Excel, Access and Outlook) experience, excellent communications skills, must be detail and deadline oriented. Customer service, teamwork and general office skills are required.

PRIMARY DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- Assist with scheduling over 300 appointments.
- Recording and responding to e-mails and phone calls.
- Filing, and data entry.
- Assisting in sending out mail and faxes.
- Serve to fulfill additional duties as required.

SPECIFIC REQUIREMENTS:

- Flexible work schedule.
- College degree or equivalent work related experience.
- Minimum of one year of experience in appointment setting.
- Strong organizational skills and ability to handle multiple activities simultaneously.
- Strong verbal and written skills.
- Working knowledge of MS Office suite software.
- Ability to respond quickly to specific requests while maintaining attention to ongoing tasks.
- Friendly, personable, professional, team-oriented demeanor.

Employing the resources drawn from more than 1,800 member companies and organizations, hundreds of volunteers who serve on chamber committees, a board of over 60 business and community leaders, and a hard-working, committed staff of 25, the Metro Chamber helps our region's businesses grow and prosper. We do this by focusing on providing resources to help businesses grow and serving as the region's leading business advocate on important issues that guarantee long-term economic strength for the region.